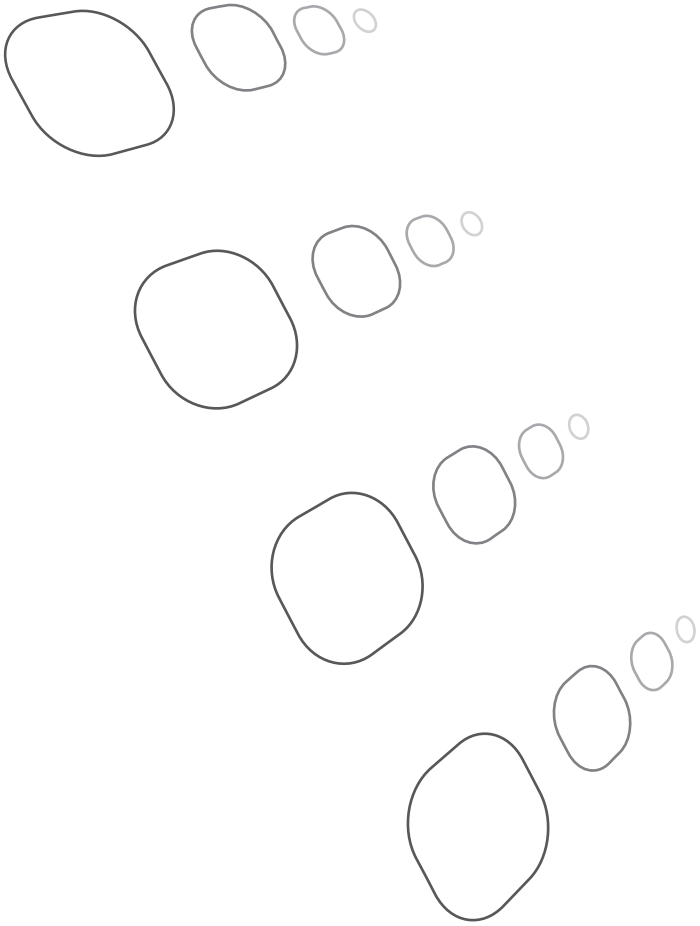

Media Bins

User Guide

Version 5.2

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This manual is not product specific and may detail features that are not available on all systems.

This manual is revision A

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WARNING (WM2) SERVICE PERSONNEL - MAINTENANCE AND CALIBRATION WITHIN EQUIPMENT ENCLOSURE IS ONLY TO BE CARRIED OUT BY SERVICE PERSONNEL (12/97)

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WARNINGS: INDICATE DANGER TO LIFE AND LIMB IF THE INDICATED STATEMENTS ARE IGNORED, OR THE INDICATED PROCEDURES ARE NOT FOLLOWED CORRECTLY.

Cautions: Indicate possible damage to (or misalignment of) the equipment if the indicated statements are ignored, or the indicated procedures are not followed correctly.

Information: Additional hardware or software information which may be useful.

Tips: Useful hints and advice when undertaking tasks.

Notes: System, software and workflow points to consider and remember.

See: Reference to other items in this document or in other documents.

Text

<Text> in these brackets represents a specific key press on the keyboard.

Text in italics represents a menu function or an option. An upper case first letter indicates a main menu and a lower case first letter indicates a sub-menu.

[TEXT] in these brackets represents a key press on a Quantel panel.

NN This indicates a value entered on a numeric keypad.

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About This Manual

This guide covers software available on some Quantel systems. It may cover functions or options not available on the system you are using.

This guide was written and published by Quantel. The bottom of each page displays the guide's reference number, eg **2140-57-013** plus a revision letter eg **E** ('E' being more recent than 'A' which is the original). The publish date is also indicated in the format **mm/yy.** If you require hard copies of a guide, always quote its reference number, revision letter and title.

2140-57-013

revision	publish date	*ECO (Quantel use only)*	software version
A	**09/11**	**E44679**	**5.2**

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Website & Downloads (manuals, drivers, plugins & software)
http://www.quantel.com go to support–downloads (login required)

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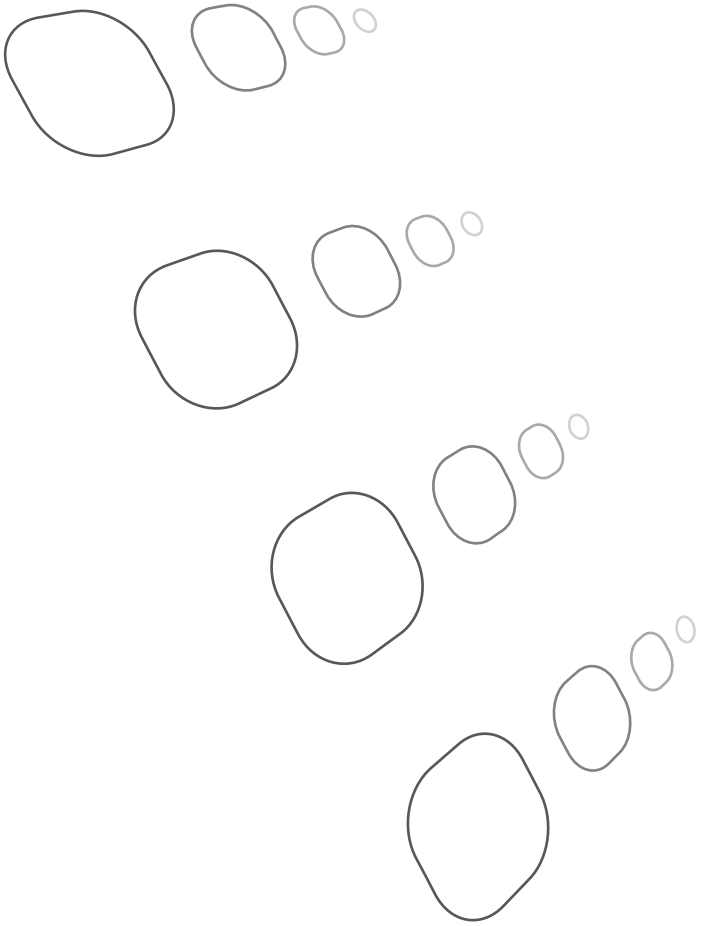


1

Overview

Bins are used within Quantel systems to provide a graphical representation of the files and media available to be used.

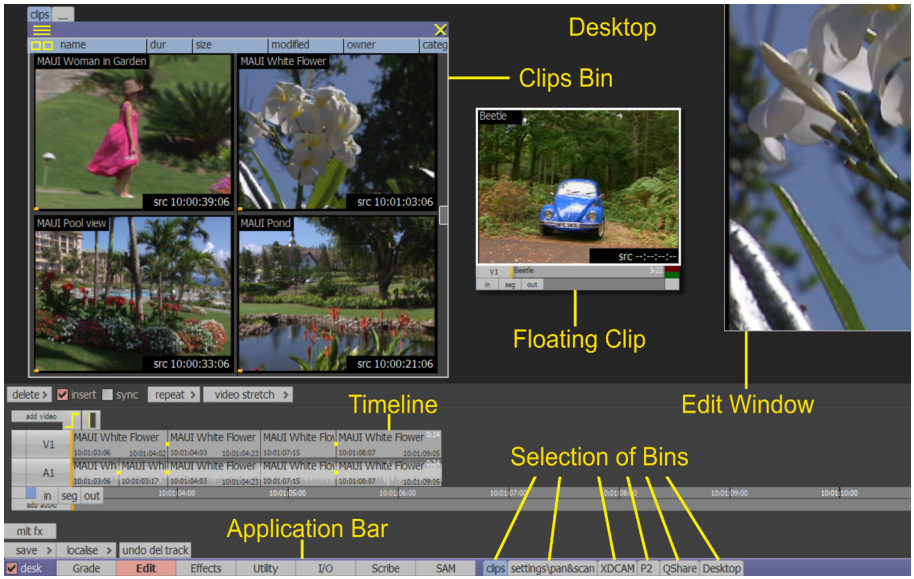
The use of bins allows media to be found, viewed and selected easily and moved between applications, system storage and physical devices.

Media Bins

Overview

The system's library stores video, audio and settings as clips. These clips are accessed in Quantel workspace via 'bins'.

You can use various bins to view the clips that are available for use in each application. The type and number of bins depend on your system and what it's configured to do.



Above shows the GUI of the Quantel application. The bins are available via tabs on the application bar. When you open a bin, it appears on the desktop.

A clip consists of 'essence' and 'metadata'.

Essence

The essence is the clip's actual video and its associated audio data. This is defined when the clip is created and cannot be changed, although it is possible to add another clip segment onto the original if required.

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Most organisations have specific audio channel (track) assignment conventions as part of their workflow. These often define the content of each channel, for example, background track, voice and language.

Metadata

The metadata is the additional information which needs to be stored with the actual video and audio data (the essence). This can include the clip's title, record date, owner, source timecode, category and individual frame references. Most of this metadata can be changed as required, but some essential information such as the clip's ID (which is unique to each clip) and the clip's creation date cannot be changed.

If you change any of the metadata, it does not affect the essence of the clip because of the unique clip ID.

Clip copies and different versions with unique clip IDs can all use the same video and audio frames, and all have a vested interest in the original essence of the source rushes.

Naming Conventions

Clip naming conventions are often used for both standalone and sQ server systems. This is especially important in server systems as material held on the server is then instantly recognisable by everyone using it. In many cases the naming convention is also used by the automation system to clone clips from ingest to transmission and to identify which clips must be kept or which can be safely deleted.

The implemented naming convention depends on your organisation's workflow, priorities and the type of automation system being used.

It is important to consider the following clip information:

Name

The *name* field is very important as it is accessible to all forms of automation. It is also quicker for users to search only one field to locate material; for this reason the most important information is entered in this field.

For clarity, using a code may indicate a finished story. For example, 'TX' may indicate an item marked for transmission. Other details which you can include in

the name field are the date and time of transmission, workstation ID and source of material.

The search process is not case sensitive – text used for searching can be entered in upper and/or lower case.

Owner

Clients may be allocated storage space on the server. The *owner* field can be used to classify material used for different programmes or strands. Alternatively, you can use it to identify a journalist or editor's initials when an item needs revoicing or reversioning. The reporter's initials can be used to indicate a finished story.

Category

You can use the *category* field can be used for holding items and expiry dates. This field can also be used to indicate if the item needs to be archived or to trigger an action or to copy an item to another location. This method is useful to filter out clips that are not intended for transmission and is the field often used by automators.

Number

A range of numbers can be added to indicate the purpose of the clip. These number ranges can be useful when creating playlists in sQPlay and playing-out via the sQPlay panel.

See 'Naming Conventions' in the sQ & ISA System Guide for examples and more details.

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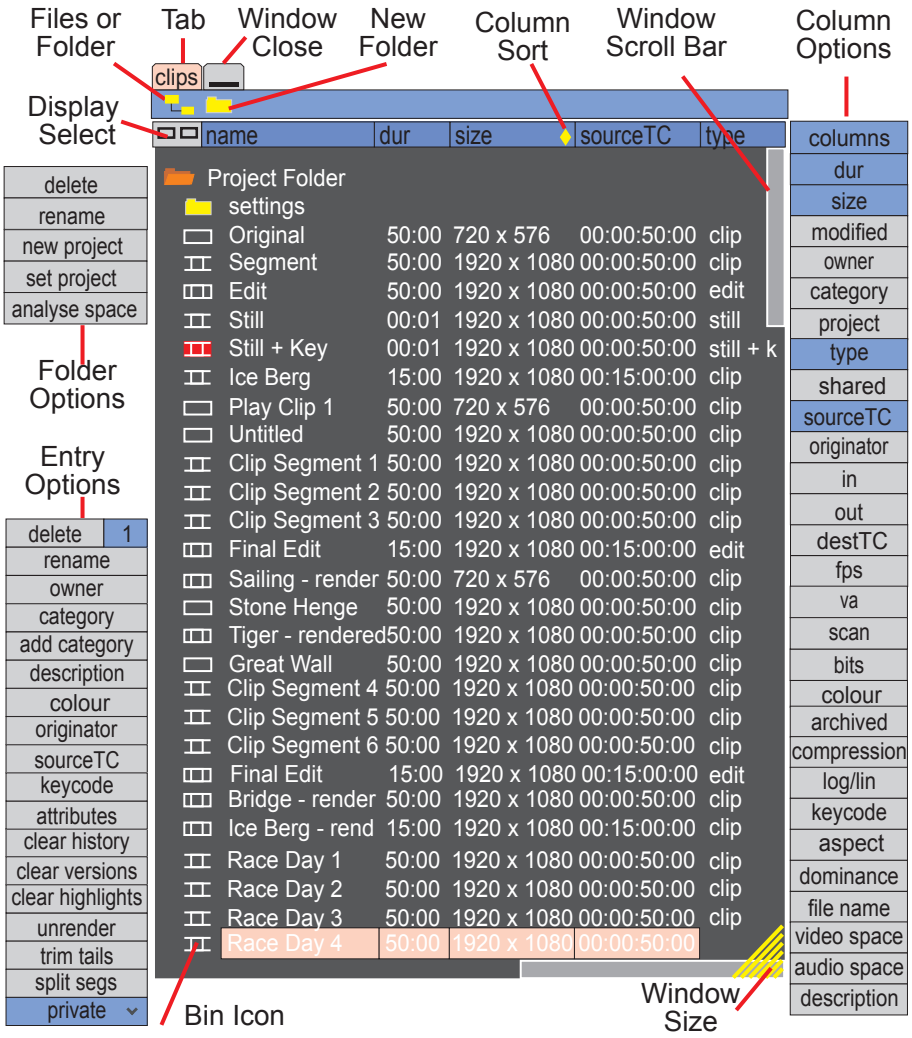
Bin Types

Below is an example of some of the functions you may find in the Clips Bin.



Bin options depend on the system you are using and the options enabled and may differ from the example above.

There is a range of bins that are used within Quantel systems. Some of these detailed in this document are not applicable to the system or software you are using.

This document does not include bins that are only relevant to specific products, however in general the principles in using bins are similar.

Clips Bin

All locally held video and audio material is managed by the Clips Bin. This allows you to select, edit and save clips between various applications.

See Clips Bin chapter for more details.

Server Bin

All server held material is managed by the Server Bin displayed only on sQ Server connected Seats. The Server Bin shows the clips held on the designated server(s) which the server-connected seat is configured to view.

See Server Bin chapter for more details.

QShare Bin

QShare allows flat clips from one connected standalone generationQ system to be transferred to another via the ethernet network.

See QShare Bin chapter for more details.

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XDCAM Bin

XDCAM is a disk-based tapeless recording medium that allows material held on a network connected XDCAM device to be imported locally and published to an sQ Server if required.

See XDCAM Bin chapter for more details.

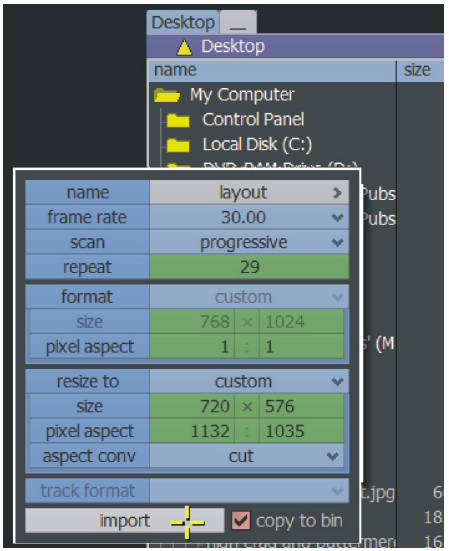
P2 Bin

P2 is a solid state storage format that provides tapeless recording. The P2 Bin allows material held on a USB connected P2 card reader to be imported locally and published to an sQ Server if required.

See P2 Bin chapter for more details.

‘Desktop’ Bin

The ‘Desktop’ Bin can be used to access media that is not held in Quantel workspace via the platform’s network directories.



Note that the ‘Desktop’ bin is automatically given the name of the current directory path selected, eg ‘*desktop*’. When the bin is not showing the complete path, you can use the yellow arrow on the bar at the top of the bin to move up a level. From this bar you can also see previously accessed paths by pressing on the down arrow on the top-right of the soft keyboard.

Files from the ‘Desktop’ Bin can be imported by dragging and dropping them onto the desktop which displays a pop-up (see screen shot).

In the pop-up you can add a name and configure the frame rate, scan, repeat, size, and pixel aspect. Set the options required, then press *import*. A Floating Clip now appears on the desktop.

See ‘Editing User Guide – The Desktop’ for more details about the Desktop Bin.

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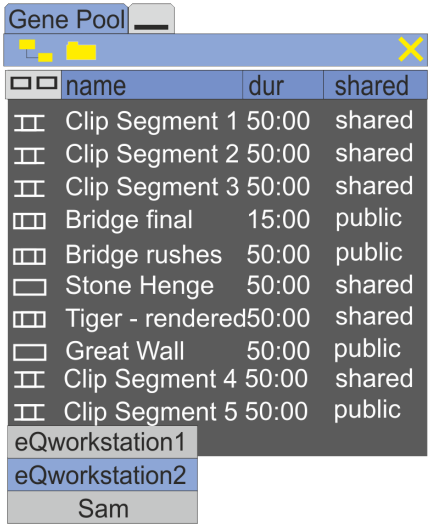
Gene Pool Bin

The Gene Pool Bin is only available in a Genetic Engineering environment.

The Gene Pool Bin is used to display the 'shared' Gene Pool clip contents of any workstation or Sam.



Select the required workstation from the scroll box at the bottom of the open window, to view the clips on the selected workstation. Only clips that have been set to *Shared* or *Public* on the selected workstation, are visible in the Gene Pool Bin.

Selecting the same workstation from the scroll box again, refreshes the bin contents.

You can drag and drop clips from the Gene Pool Bin onto your desktop for viewing, editing or re-saving back into the Gene Pool.

When *Public* is selected, third party users can view the clips as well. Third party users select a specific workstation folder (eg, eQ station 2) to view the workstation's public clips. They view a virtulisation of the clip's components and can edit the clip using third party software. After making changes, the clips can be re-saved back into the Gene Pool.

See 'Genetic Engineering' documentation for more details.

Application Specific Bins

There are a number of bins that are only used by some applications when specific menus are selected. These include:

Edit (MLT FX–Text)

Fonts Bin provides access to system fonts where applicable, eg, in Scribe or MLT FX text process.

Scribe

Fonts Bin provides access to system fonts where applicable, eg, in Scribe or MLT FX text process.

Layout Bin allows any layout to be saved as a template, renamed, copied, imported, exported and deleted.

I/O

AAF Bin supports AAF, EDL, NCL and TXT files. By dragging and dropping from this bin, you can convert a file to AAF.

FTP Bin allows the import of legacy items such as pictures, cutouts, stencils and palettes.

Archive Bin provides access to archived material, which can then be restored into the system.

See I/O User Guide for more details.

sQ Play

Configs Bin on sQ Server systems, this bin allows QPlay settings to be saved locally, reused and deleted as required.

Playlists Bin on sQ Server systems, this bin displays saved Playlists from sQPlay which are held on the ISA Manager PC. These Playlists can then be opened and played-out when required.

sQ Record

Configs Bin on sQ Server systems, this bin allows QPlay settings to be saved locally, reused and deleted as required.

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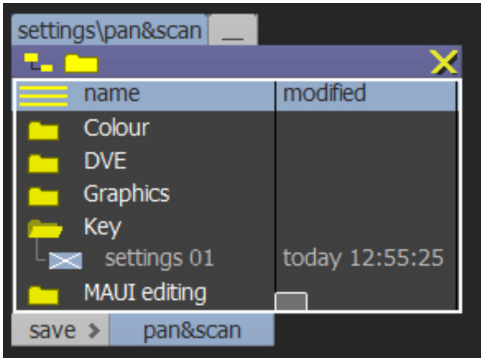
Settings Bin

Although the Settings Bin does not manage media itself, you can use it to transfer parameters between projects.



The settings you can save depend on the current application and menu, eg MLT FX has different Settings Bin options to Edit or Scribe.

A saved setting has a bin icon that is blue with a white cross.

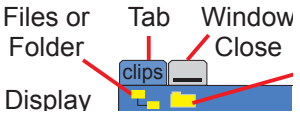
A saved setting is also saved into the Clips Bin

See 'Saving & Applying Settings' in chapter 2 and specific user guides for more details of using settings.

Using Bins

Opening & Closing a Bin

Open a bin by pressing on the corresponding tab on the Application Bar which then becomes blue, for example press *clips* to open the Clips Bin.



Any bin can be closed by pressing the '–' (close window) tab at the top-left of the bin and hidden/shown by pressing the <Esc> key on the keyboard or pressing the relevant tab again.

The 'X' tab can be used to minimise the open bin or if the bin is a copy, remove the copy.

Re-sizing & Moving a Bin

To resize a bin press the yellow triangle on its bottom right corner and then drag it out to the required size.

A bin can be re-positioned by pressing down on any empty area of the bin and then dragging the bin to the required position.

Searching

You can use any column of a bin to define a search of the bin's contents. Wildcards (ie **?**, **&** and *) can also be used to allow any entry to be found by any part of its title. To find an item by name you select the blue *Name* box (at the top of the name column) and an on-screen (soft) keyboard appears. Type the required clip name using either the soft keyboard or the external keyboard and press *end* or <Enter> on the keyboard.

Server Bins display only the most recent 1000 clip entries and any search covers these 1000 entries and not any previous material.

The *name*, *owner* and *category* fields can be searched by character or keyword. The search is not case sensitive so all characters and accents are found.

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When you type in a single keyword (ie the first few characters of a word to identify it) it displays all occurrences of that keyword starting at the beginning of a word. For example, typing **AND** finds the items with **Andrew**, **Android**, but not **Sand**.

Spaces are treated the same as any other character. Typing two or more keywords separated by a space only searches for items with the words in that specific order in the title.

When you type two or more keywords separated by an ampersand (&) it searches for corresponding words either of which appear in the title. For example, typing **PRESIDENT & AIRPORT** finds **President Arrives at Airport** and also finds **London's Third Airport**.

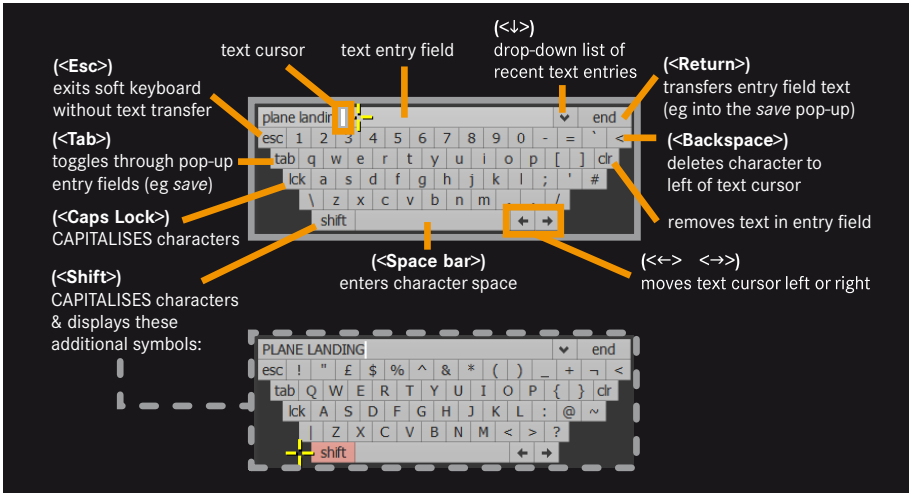
Two wildcard search characters can be used in addition to keywords:

- **?** is a single character wildcard, for example **?ART** finds **Cart** but not **Art** or **Start**.
- * is a multiple character wildcard, for example ***ART** finds **Art**, **Cart**, **Start**, **Starter** and **Artwork**. * wildcards can be used before and after characters, for example ***Art*** finds **Start, Starter, Party** etc.

Double-clicking on the bin's tab clears all search filters.

Using the Soft Keyboard

When you are editing or searching for entries in the bin, either the soft keyboard or the external keyboard can be used depending on your preference. Text typed on the external keyboard appears in the display line of the soft keyboard.



Displaying Columns

You can select the columns visible in a bin from a hidden menu that appears to the right of the bin when *columns* is pressed. To locate the *columns* box, move the cursor to the right of the blue title boxes onto the desktop area. You cannot remove the *name* column.

The relevant columns for each bin are described in the various chapters later in this guide.

Moving Columns

The order in which columns appear can be changed by pressing down in the middle of the blue column title box and then dragging it to a new position.

The *name* column cannot be moved or removed using the *columns* menu.

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Changing Column Size

You can change any column width by placing the cursor between 2 column titles (a yellow vertical line appears) and then pressing and dragging the column to the required width.

Bin Icons

The bin icons to the left of each name identify the type of item stored and if you press on an icon, its associated clip is displayed as a Preview Clip. The colour of the icon indicates its location, for example white indicates a locally held clip and yellow indicates a server held or soft-mounted clip (ie, remotely held).

Icons for specific bins are described in the various chapters later in this guide.

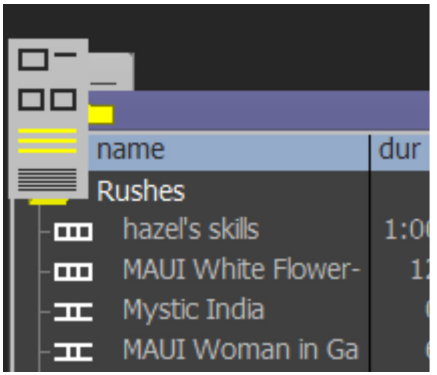
Choosing Clip Display

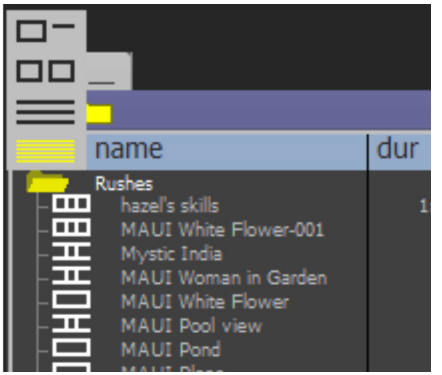
The clip content in most bins can be displayed as titles, browse miniatures or information cards. To change the clip display do the following:

1. Press and hold on the current clip display in the top-left corner of the bin.
2. Slide the cursor up or down until the display you want is highlighted yellow.
3. Release the cursor.

Titles Only

This provides a detailed list of all clip entries in either normal (below-left) or condensed text (below-right). To condense the titles select the condensed lines icon, retain the cursor pressure and continue sliding the cursor up.





Browse Thumbnails

This provides a thumbnail for each clip that you can scroll through (but not play) by dragging on the clip's orange slider. The *name* column width determines the size of the miniature that is displayed.

You can change this by placing the cursor between 2 column titles (a yellow vertical line now appears), and then pressing and dragging the column to the required width. Releasing pressure sets the new column width.

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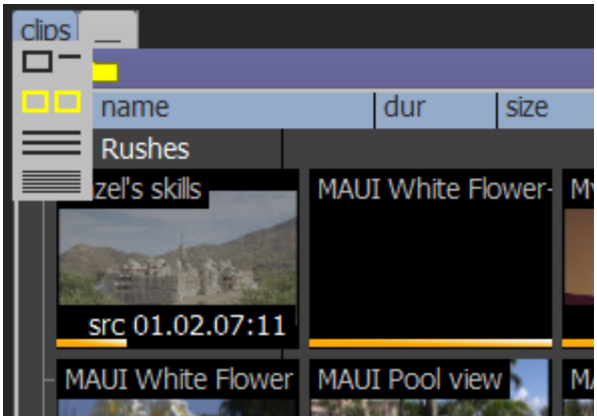
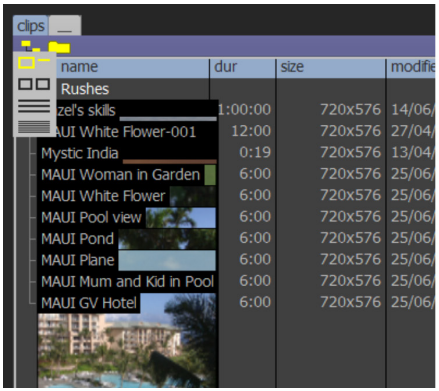


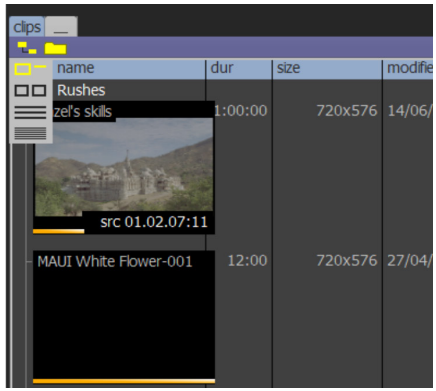
The ‘current frame’ for each clip within the library is remembered within the bin. This can be seen when a clip is selected by the timeline cursor position and the orange bar in the browse display.

By default when you are editing or using the clips from the bin, the current frame position is the ‘in point’ and the last frame of the clip is the ‘out point’. You can select in and out points to override this default. Within the browse display, clips with a key channel are shown with a red frame.

Clips can be dragged from any of the bin displays and dropped onto the desktop or the timeline for editing.

Information Cards

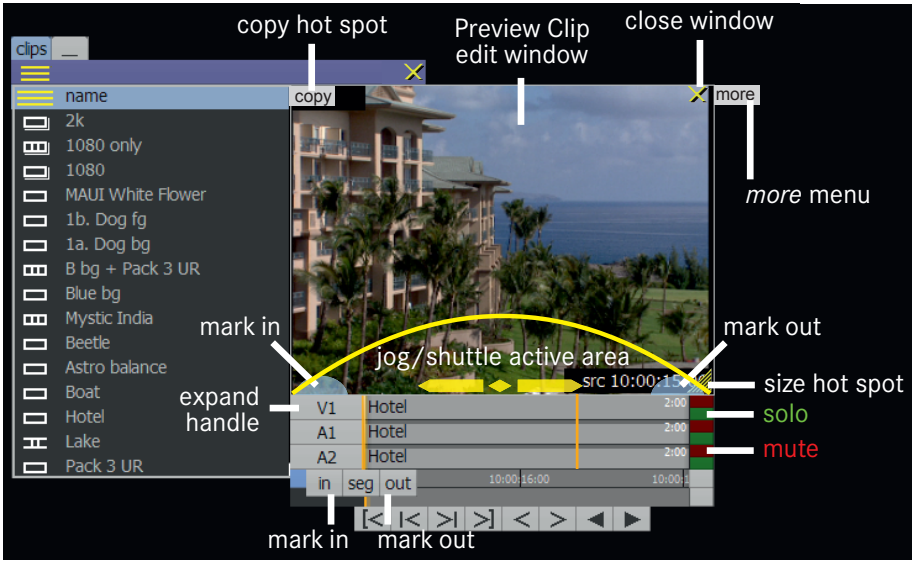




This provides both thumbnail display and the columns’ data for each clip entry. To de-condense the Information Card list, when you select the Information Card icon, retain the pressure and continue to slide the cursor down.

Preview Clip

To create a Floating Clip, drag a clip title out and drop it on a desktop. In most of the media bins, you can view a Preview Clip if you don't want to create a Floating Clip.



The above screen shot shows a Preview Clip. This looks very similar to a Floating Clip but is accessed differently. To view a Preview Clip you either

1 press on the clip icon in the open bin

OR

2 double-click on the clip title in the open bin

Drop a Preview Clip onto the timeline edit by pressing the <Enter> key (or using the Edit hot spot). You can perform all the same basic editing functions as you can on a Floating Clip.

See 'Desktop Editing – Floating Clips' in the Editing User Guide for more details.

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Preview Clips have several differences to Floating Clips:

a A Preview Clip is attached to the bin (it cannot be moved) and aligns with the *name* column.

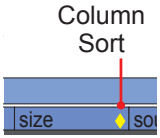
b When you close the bin, the Preview Clip also closes.

c Pressing on the Preview Clip anywhere above the active area returns to the titles display.

When marking in and out points on server held material in the Server Bin, use Floating Clips instead of Preview Clips as Preview Clips do not refer to the original audio in the Server Bin.

Sorting Entries

You can sort the contents of bins using any of the columns in ascending or descending order. To do this, click on the right side of the blue column title box.

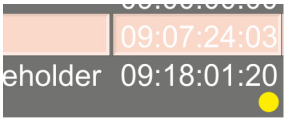


The column title alternately displays the ▲ (ascending),▼ (descending) or ◆ (default) to indicate the current sorting method.

Sorting is alphanumeric and can be combined with a search in any column.

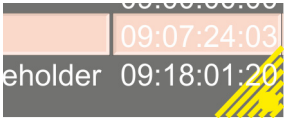
Searches can be applied to multiple columns but the sorting process can only be applied to one column at a time.

Anchoring/Locking Bin Position



A number of the bins, such as the Clips Bin and the Settings Bin, can be anchored to the desktop.

You can do this by holding down the <Ctrl> key on the keyboard and pressing the cursor on the yellow triangle in the bottom right corner of the Clips Bin. The bin is now anchored in this position, which is indicated by the yellow spot in the bottom right corner of the bin.

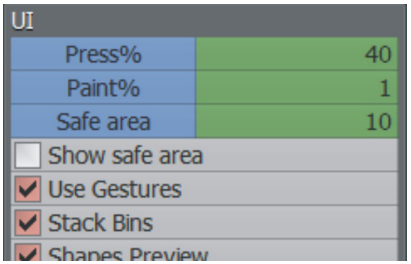


The anchored bin cannot be re-positioned but can be re-sized using the hidden yellow triangle in the bottom-right corner of the bin.

You can un-anchor the bin by holding down the <Ctrl> key and pressing on the yellow spot with the cursor.

The anchored bin position is stored when the bin is closed or if the software is restarted.

Stacking Bins Together

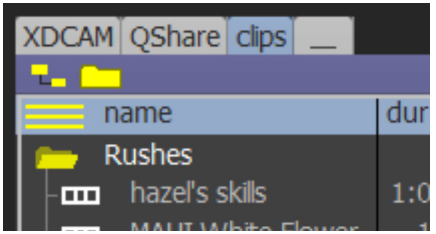


To be able to stack bins together, you must select the *Stack Bins* box in the UI section of the <F1> Configuration Window (See screen shot).

You can stack a number of the bins, such as the Clips Bin and the Settings Bin to save desktop space.

To stack bins together:

1. Press and hold on the bin tab.
2. Drag one bin over another until its outline turns yellow.
3. Release cursor pressure. This drops the bin on top of the other.



You can swap between bins by pressing on the bin tabs at the top; the currently selected bin is highlighted in blue (see screen shot).

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To unstack one bin from another:

1. Press and hold its tab (at the top of the bin).
2. Drag it onto another part of the desktop where it does not have a yellow outline.
3. Release cursor pressure. This drops the bin onto the desktop.

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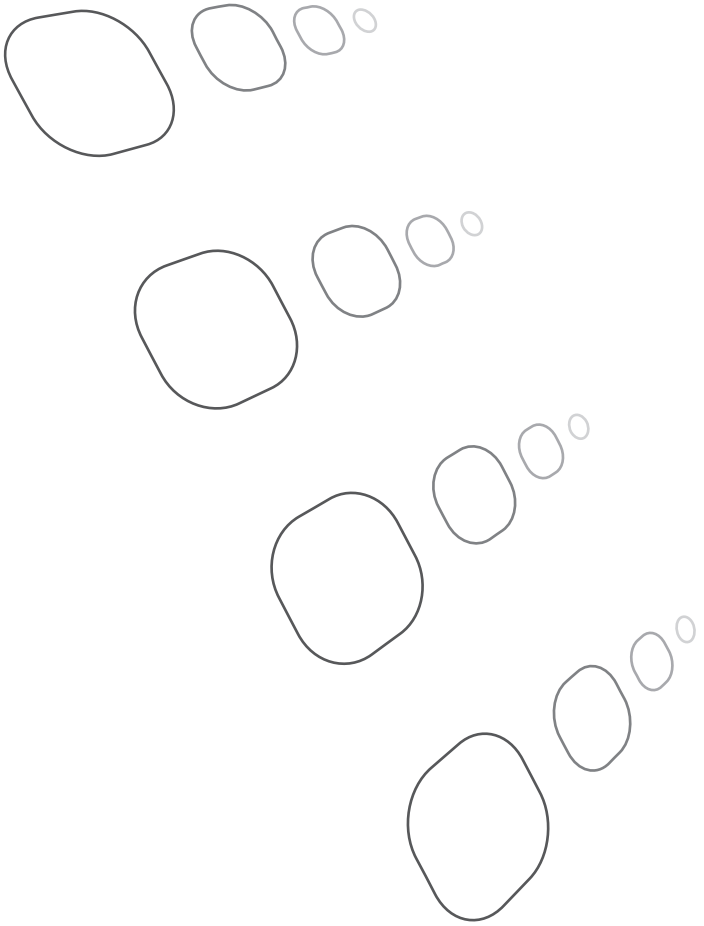


2

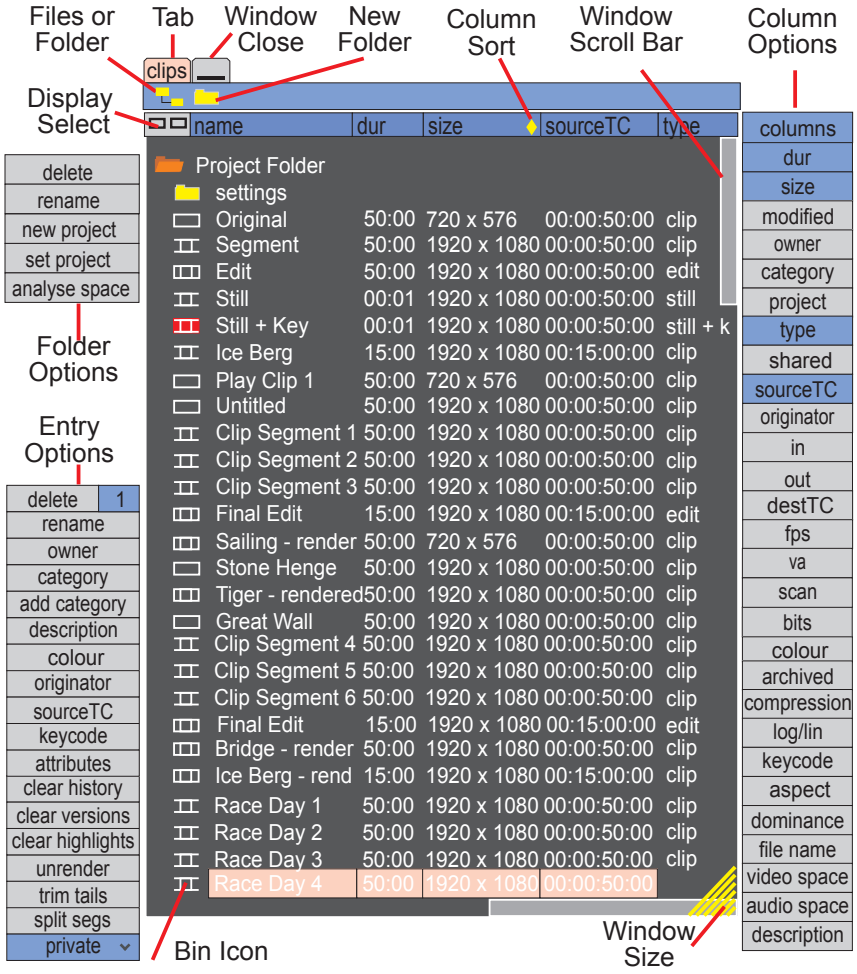
Clips Bin

All locally held video and audio clips are managed by the Clips Bin, which is opened from the Application Bar.

Clips Bin

Description

The Clips Bin stores video, audio and settings clips locally. You can use it for moving clips between different applications and processes. Soft-mounted clips are also displayed in the Clips Bin. The *soft-mount* function allows media to be viewed, edited, conformed and have effects applied to it on third party storage without having to import media into the Quantel workspace.



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Bin options depend on the system you are using and the options enabled, and may differ from the example above.

Accessing Clips

After clips have been recorded locally they appear in the Clips Bin. Here you can rename or delete them as required before editing or processing.

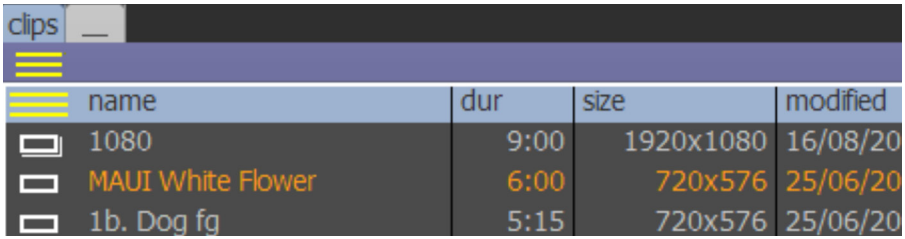
Displaying Entries

The content of the Clips Bin can be displayed as titles, browse miniatures or information cards. The display can be changed by pressing, or pressing and dragging the button in the top-left corner of the bin.

See 'Clip Display' in chapter 1 for full details.

Frame Rate Error

If a clip's frame rate or format is incorrect, the clip's title is shown in orange in the Clips Bin (see below).



Copying & Renaming a Bin

To copy and rename a bin do the following:

1. Press and hold down on the bin's title.
2. Drag the title onto the desktop (this creates a new copy of the bin).
3. Press and hold down on the bin's title box on the Application Bar until the soft keyboard appears.
4. Edit the displayed title then select the *end* box (or press <Return>).

An identical live copy of a bin is made with a new title. You can sort the copied bin differently to the main Clips Bin (eg, using a specific category, user name or title string) and rename it as required.

Entering Categories

You can enter an existing or new category in the *category* column of the new bin.

Existing category	Allows existing entries with that category to be displayed both in the original bin and the new bin. Deleting a specific clip from either bin removes the clip.
New category	If a clip is dropped into a new category from the desktop or from the main Clips Bin it is copied and given the new category. There are now 2 versions of the clip in the library (the original and the one in the category of the new bin). Deleting a specific clip from the new bin only deletes the category copy and not the original. Deleting the original also deletes the new category copy.

Using Folders to Create a Bin

If you drag a folder from the Clips Bin and drop it onto the desktop, a new bin is created showing only the contents of the folder. The yellow 'up' arrow on the new bin allows the view to be moved up 1 level.

Deleting a Copied Bin

You can delete any bin except the original by pressing the yellow '**X**' in the top-right corner of the bin.

Project Folders (Clips Bin Only)

See chapter 7 for Server Bin folder functionality.

You can use folders and sub-folders within the Clips Bin(s). You can then set an individual folder as the focus for any material recorded into the Clips Bin, any processed or rendered material and any saved settings.

Open and close folders by pressing on their icon within the Clips Bin to show or hide their contents.

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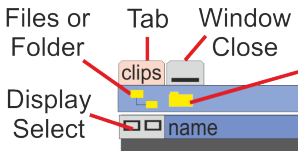

Pressing on the 'files or folder' icon in the blue bar at the top-left of the Clips Bin switches the content display between a flat files list (without folders) and the folder display.

The *project* column shows which entries are held in which project folders.

Any search made within a folder only finds material in that folder and in any sub-folders below it.

Creating Root & Sub Folders

You can create a top level folder (or root folder) in the Clips Bin by pressing on the yellow folder icon on the top-right corner of the Clips Bin. The newly created folder can then be renamed by pressing on its title and selecting *rename*.

If you select the title of any existing folder and then press *new project* it allows a sub-folder to be created. Each level of folder is shown indented from the left side of the Clips Bin.

Setting Target Folder

Selecting the title of any folder then pressing *set project* makes the folder the target for any new material and settings that are saved.

The folder icon becomes orange to indicate this. If you select *clear* the target is removed from the selected folder. If a sub-folder is set as the target, the folders above it are also orange.

Renaming Folders

To rename a folder select the title of the folder and then press *rename*. You can use the soft or external keyboard to enter the new folder name.

Deleting Folders

You can delete a folder and its contents by selecting the title of the folder and then pressing *delete.*

Moving & Copying Items

Library items (including folders) can be moved from one folder to another by pressing on the title of the item and then dragging it to the other (over the folder title until it is underlined) and then letting go. Holding down the <Ctrl> key allows an identical copy to be made.

Settings Folder

When a folder has been 'set' as the focus, for any recorded or processed material, any settings that are saved are held in a 'Settings' folder which is created automatically within the set folder.

Settings can be copied from one Settings folder to another to transfer them from one project to another.

Bin Icons

The bin icons to the left of the titles in the Clips Bin identify the type of material stored and they allow the selected library entry to be displayed as a Preview Clip. Each Preview Clip is accessed by pressing on its associated icon.

The colour of the icon indicates its location, for example white indicates a locally held clip and yellow indicates that the clip is soft-mounted (ie if a server held clip is dragged from its bin and dropped into the Clips Bin):

indicates that the item is an original recorded clip or rush.

indicates that the item is a segment of another clip or a still.

indicates that the item is an edited clip.

this symbol with a blue background indicates a non-clip item such as settings.

icons filled with red are video clips or stills with a key channel.

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this symbol with a green background indicates a template where the effect starts at the first frame of the clip segment and continues until it completes.

this symbol with a green background indicates a template where the effect is applied to the whole clip segment and starts at the first frame of the clip segment and continues for the duration of the effect.

this symbol with a green background indicates a template where the effect finishes on the last frame of the clip segment and is back-timed to start within the clip segment.

a yellow symbol indicates a soft-mounted clip that is an original recorded clip or rush (any type of symbol in yellow signifies a soft-mounted clip).

indicates a Stereo3D clip (any type of symbol that has a double outline signifies the clip is Stereo3D).

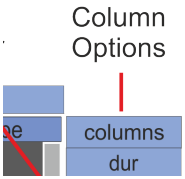
indicates a clip that is a previous software version's Stereo3D and needs to be converted to the current Stereo3D software version. (Clips can be converted by selecting the clip and then selecting *convert stereo* from the column on the right.)

When you launch the Quantel kernel and there are clips that are a previous version's Stereo3D, an error message pops-up on the right of the display (see below).

Column Options

To select the columns you want displayed in the open bin do the following:

1. Move the cursor to the right over the blue title boxes into the desktop area
2. Press *column* to reveal the hidden *column* menu
3. Select your required columns from the list that appears to the right.



The columns available indicate the following:

dur	the duration of the clip.
size	the frame size of the clip pixels x lines.
modified	the date and time the clip was last modified
owner	the owner name attached to the clip when it was recorded. The owner name is set in the <F 1> Configuration Window.
category	shows the categories that the clip belongs to.
project	the project folder in which the library entries are held.
type	the type of library entry.
shared	the privacy setting; other settings are private and public. See 'Processing Entries – Privacy settings' further in this section.
sourceTC	the start timecode (in timecode) of the original material or the timecode applied to a clip as it was imported.
originator	the originator of the clip. This data is obtained during a conform or when a clip is imported.
in	the in timecode of the clip.
out	the out timecode of the clip.
destTC	the start timecode (in timecode) of the clip after is has been placed on the timeline.

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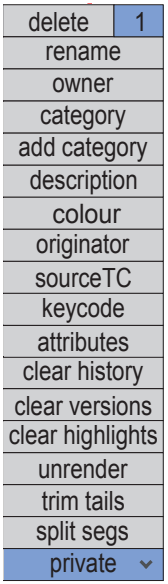
fps	the frame rate of the clip.
va	the video and audio channels of the clip.
scan	whether the clip is interlaced or progressive.
source	the source tape name of the recorded or imported clip.
bits	the bit depth of the clip.
colour	the colour space of the clip.
archived	the date and time that the clip was archived.
compression	the type of compression used.
log/lin	whether the library entry is logarithmic or linear data.
keycode	shows any keycode information that may be available. This selection is only available if *keycode* is set to *show* in the <F1> Configuration Window.
created	the date and time when the clip was created. Items created today are indicated by the word 'Today'.
aspect	displays the aspect ratio of the clip, eg 16x9, 4x3 etc.
dominance	displays the F1 or F2 Dominant setting depending on the selection in the *Dominance* scroll box in the <F1> Configuration Window's *System* menu.
file name	the file name and path of any file-based material.
video space	the actual amount of unique video space that a clip takes. The values in this column are only generated after the *Analyse Space* function has been selected in the <F1> Configuration Window.
audio space	the actual amount of unique audio space that a clip takes. The values in this column are only generated after the *Analyse Space* function has been selected in the <F1> Configuration Window.
description	any additional comments or information that have been added to the clip.

See 'Analysing Clip Space' later in this chapter for more details.

Useful Clip Functions

Selecting Clips

You can select any clip by pressing on the name of the displayed entry. A number of options now appear which allow the selected item to be processed.



The entry options that appear when you select an entry depend on the type of entry – original or edited.

Originator, *sourceTC*, *keycode* and *attributes* are options that are only available on clips that have not been edited; these options can only be modified on original clips.

If the *Show Tips* function is set to *all* in the <F1> Configuration Window and the cursor is then placed over a title in the Clips Bin, clip details are displayed based on enabled columns (even if the bin size has been decreased to a level where some columns may appear hidden).

Multiple Selection – Keyboard

Multiple entries can be selected in the Clips Bin by holding down the <Shift> or <Ctrl> key on the keyboard and selecting the required clips using a gentle press with the pen (or a left-click with the mouse). The <Shift> key is used to select consecutive titles in the Clips Bin, whereas <Ctrl> is used to select/deselect any title. When selected, multiple entries can be deleted or dragged onto the desktop as required.

Multiple Selection – Lasso

Multiple clips can also be selected by drawing a lasso around a 'group' of clips in the bin. The highlighted items can be dragged from the bin and dropped on the desktop, timeline, Edit Window or Effects Window in selection order.

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When multiple entries are selected the total is displayed in the blue box in the menu. If multiple clips are dropped onto the desktop they become individual Floating Clips; if dropped on the timeline or Edit Window they are assembled in order on the timeline.

Deleting Clips

Any clip can be deleted by selecting it using the cursor then pressing *Delete* in the entry options pop-up.

Renaming Clips

You can rename any clip in the Clips Bin by selecting it using the cursor, pressing *Rename* and then using the soft or external keyboard to edit or retype the clip title.

Setting the Owner

To change the owner of any clip in the Clips Bin you select the clip and press the *owner* box. Then change the owner using either keyboard.

Setting the Category

The category of any clip in the Clips Bin can be changed by selecting the clip, pressing *category* and then changing it by using the drop-down menu in the soft keyboard.

Adding Categories

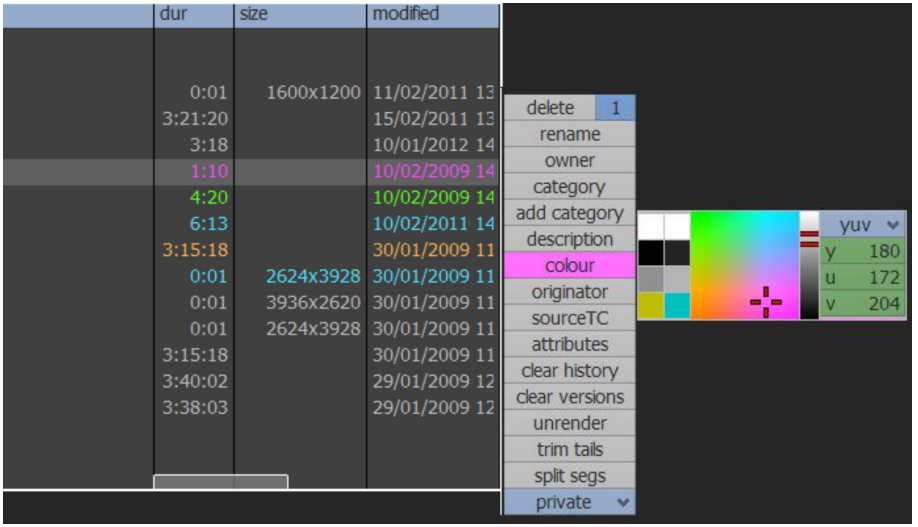
To add a new category to any clip in the Clips Bin you select the clip, press *add category* and type in the new category using either keyboard. Clips can have multiple categories if required.

Setting the Description

You can save additional comments or information with your clip by pressing the description box and entering your information using either keyboard.

Setting Clip Name Colours

To enable easier identification and see related clips quickly, you can assign different colours to File names in the Clips Bin. Folders' and icons' colours are protected during this process; only the information in the row to the right of each clip icon is changed.



You can assign a colour by doing the following:

1 Select a clip in the Clips Bin that you want to change to a specific colour.

2 Select *colour* from the column on the right.

3 Choose a colour from the selector to the right or enter numeric values in the green boxes (see above screen shot).

Colours can be selected directly from the YUV, RGB or HSL colour wheel or from one of the 8 preset colour pots. These colour pots work in the same way as those of the palette menu (<F2> key). When you press and move within the colour pot the colour pot deposits the new colour.

This function is not available in the Server Bin or any other bin where the title colour indicates the location of material. If the material is not the same as the system format, then not all of the item's columns are re-coloured.

Clips that have the incorrect frame rate or format are displayed in orange in the Clips Bin.

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Setting the Originator

The originator of a clip in the Clips Bin can be changed by selecting the clip, pressing the *originator* box and then retyping the new originator using either keyboard.

When you publish a clip back to the Server Bin that has had an originator saved locally, the originator is not published with the clip.

The originator can only be modified on original clips.

Setting Source Timecode

You can change the source timecode of a clip in the Clips Bin by selecting the clip, pressing the *source TC* box and then entering the new timecode using either keyboard.

Source TC can only be modified on original clips.

Setting Keycode

If a clip entry contains keycode information you can modify it using the *set keycode* function which appears when you select the clip. You can use this to change the manufacturer, film type, prefix, feet, frames and perf spacing.

When you have changed values deselect the *set keycode* box to save them in the library.

The *set keycode* box only appears if *Keycode Show* has been selected in the <F1> Configuration Window.

Keycode can only be modified on original clips.

Setting Attributes

Attributes can only be modified on original clips.

The *set attributes* box that appears when you select an entry in the Clips Bin allows the following image attributes of a source clip to be altered. These functions are intended to correct information that has been incorrectly flagged when the material was recorded or imported and do not actually change the data content – only how the data is interpreted by the system.

scan The blue scroll box to the right of *scan* allows the video scan attribute flag to be changed between *interlaced* or *progressive*.

dom The blue scroll box to the right of *dom* allows you to select which frame you want to be dominant eg, Frame 1 or Frame 2.

aspect The values in the green *X* and *Y* boxes determine the pixel aspect ratio. The blue scroll box that appears to the right when SD material is selected (displaying *4 x 3*, *16 x 9* or *other)* allows the aspect ratio of the image to be selected. This automatically scales the *X* and *Y* pixel aspect values accordingly.

Size (Image Aspect Ratio)	X Value	Y Value
720 x 576 (4 x 3)	*1132*	*1035*
720 x 576 (16 x 9)	*4528*	*3105*
720 x 486 (4 x 3)	*160*	*177*
720 x 486 (16 x 9)	*640*	*531*
2048 x 1556	*1*	*1*
1920 x 1080	*1*	*1*

log/lin The blue scroll box to the right of *log/lin* allows the data format attribute flag to be changed between *linear*, *logarithmic* or *print density* of RGB material.

level The *black* and *white* numeric boxes set the black and white values used by the system when setting the dynamic range of RGB data.

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When you have changed values deselect the *set attribute* box to save them in the library.

Clearing History from Clips

The *clear history* box allows you to discard the history held by rendered clips to free the library space that was required to render the result (for example clip layers and keys).

Clearing Clip Versions

The *clear versions* function allows you to discard any previously saved Pablo colour versions (ie saved grades of the same clip). This clears space in the Clips Bin.

Clearing Highlights

The *clear highlights* function is only displayed when *Highlight changes* is selected in the <F1> Configuration Window. This function clears any assigned highlights to clips segments on the timeline.

Unrendering a Clip

You can use the *unrender* function to delete the rendered result from a clip (ie unrenders any rendered Effects/MLT settings). The unrendered clip takes up less space in the Clips Bin and allows clips to be archived in an unrendered state.

Trimming Tails

The *trim tails* function allows all of the unused tails of the selected clip(s) in the library to be trimmed by the required amount. This can be used to free valuable storage space. The length of any tails are trimmed to the length set in the green numeric box. When you press the *confirm* box the tails of the selected clip(s) are trimmed to this length.

Splitting Edit Segments

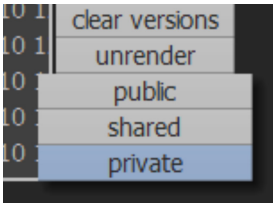
The *split segs* function that appears when an Edit is selected in the Clips Bin, allows you to separate the individual clip segments used to create the edit at the edit points.

Select *split segs* and *confirm* to create a new folder with the same name as the Edit being split. All the individual clip segments complete with their history are placed within this folder.

See 'Stereo3D User Guide' for details of splitting Stereo3D segments.

Privacy Settings (GE Only)

You can only configure privacy settings on a workstation within a Genetic Engineering environment. You can set the privacy settings on a clip to *private*, *shared* or *public* by doing the following:



1. Click and hold on the current setting (eg, private).
2. Slide the cursor up or down until the setting you want is highlighted blue.
3. Release the cursor.

private ensures the clip can only be seen by the local workstation. This is the default status.

shared ensures that the clip is visible to all Quantel workstations connected to the Gene Pool.

public ensures that the clip is visible to all Quantel and third party workstations connected to the Gene Pool.

See 'Genetic Engineering User Guide' for more information.

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Using a Clip in an Application

Any clip can be copied from the Clips Bin to the desktop, timeline or edit window etc. To do this you:

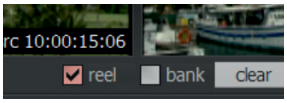
1. Press the clip title using the pen cursor and maintain pen pressure (or hold down the left mouse button). A clip miniature now appears on the end of the pen cursor with a yellow outline.
2. Move the cursor to the required position on the desktop or within an application.
3. Release pen/mouse pressure to drop the clip onto the required area.

When you select the *save* box after clips have been processed or edited, a new version is stored in the library. This is indicated in the Clips Bin by multiple entries for the same clip. The latest version of the clip is normally at the top (depending on the 'sort' applied to each column in the bin).

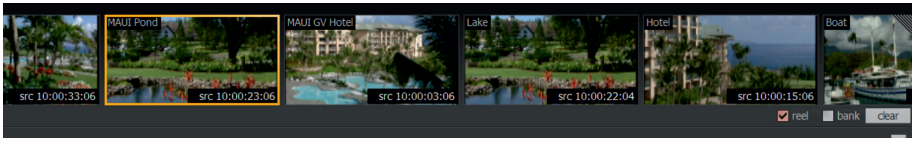
The *date* column can be used to sort the contents of the Clips Bin using the latest time and date.

Saving a Storyboard

When you select the *save* box, you can select *storyboard* to store a 'storyboard' instead of an edit or clip.



A storyboard is displayed when the *reel* box is selected on the right of the menu area. This is used to assemble and edit clips.

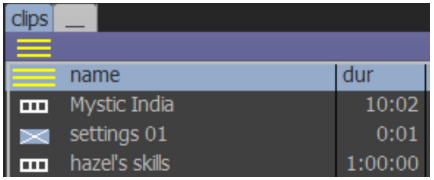


The reel displays the first frame of each timeline clip as tiles across the screen. You can insert clips from the Clips Bin by dragging and dropping between two reel clips.

See the Editing User Guide for more details.

Saving & Applying Settings

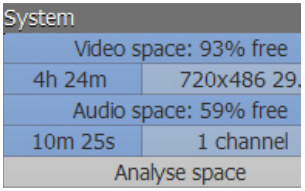
When a setting is saved in the Settings Bin, it is also placed in the Clips Bin.



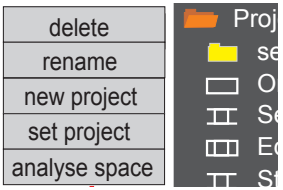
A bin icon that has a blue background with a white cross, signifies a saved setting – not a video or audio clip.

You can apply a saved setting to the current Edit timeline clip by dragging and dropping it on to the Edit Window.

Analysing Clip Space



You can select the *analyse space* option available in the System section of the Configuration Window (<F1>) to analyse clip space usage. When activated in the <F1> menu, it appears as an option in the Clips Bin when you select a folder.



Space Analysis is intended to be used on an occasional basis when you need to create some free space. This process may take considerable time (similar to the time taken when loading clips during start-up). Therefore the space usage is not updated dynamically and is not displayed after a system restart.

When you press *analyse space*, it analyses the combined space used by the clips in that folder. A pop-up message displays the space used. This allows you to determine the amount of space that is freed if the project folder is deleted.

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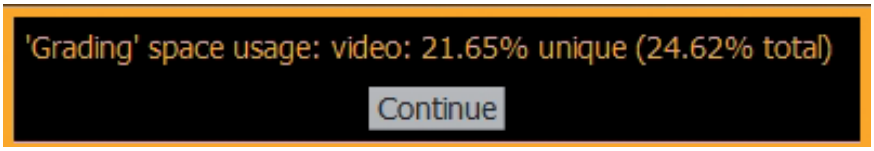
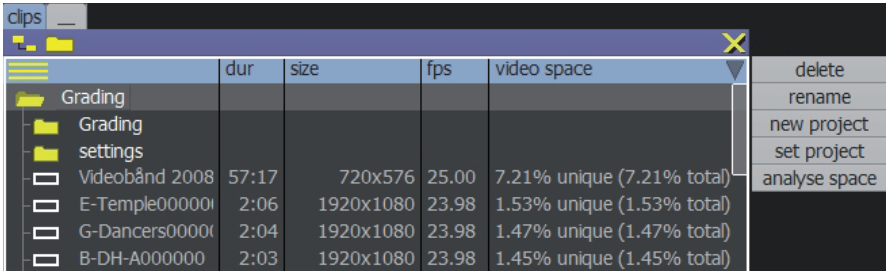


The system can still be operated during the analysis but the performance may be affected.

Video Space & Audio Space Columns

The actual space used for each clip or edit is shown under the *video space* and *audio space* columns in the open Clips Bin. 'Unique space' is the space that is freed if the clip is deleted and 'total space' is the space used by the clip but possibly shared with other clips.



The *analyse space* function is intended to provide a way of managing the locally held media. However, there are some limitations:

a The calculated unique space usage does not take into account the space used by other systems in a Genetic Engineering environment. Therefore clips may appear to have unique space, but this is not freed when the clips are deleted because other users are also using that space.

b There is no progress indication during the space analysis; only an indication of when it is complete. During processing the system is usable but the performance may be affected.

c The most recent clip deleted from the Clips Bin is held in memory in case you delete the wrong one (it can be retrieved by right clicking on the desktop). Therefore the space usage may not decrease immediately after you delete a clip.

d Clips may not actually have as much unique space as expected due to copies on the desktop or in the Edit or Effects undo lists. To see the maximum amount of unique space it may be necessary to analyse the space after clearing all temporary storage buffers (you can do this by restarting the system while holding down the <Ctrl> and <Shift> keys together).

e There is no way of finding out which other clips share space with the selected clip.

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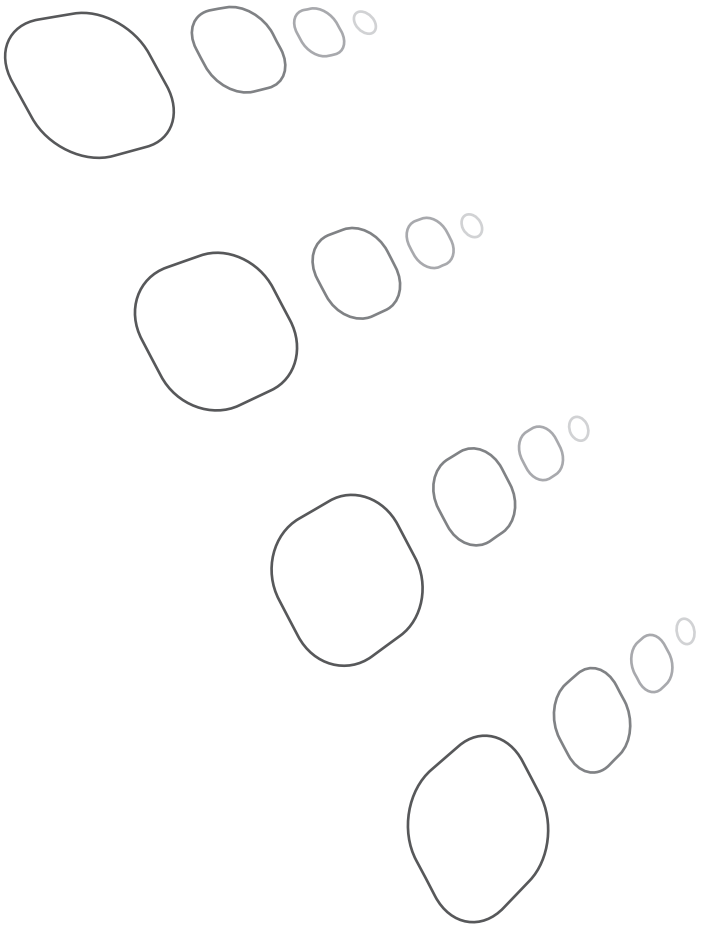


3

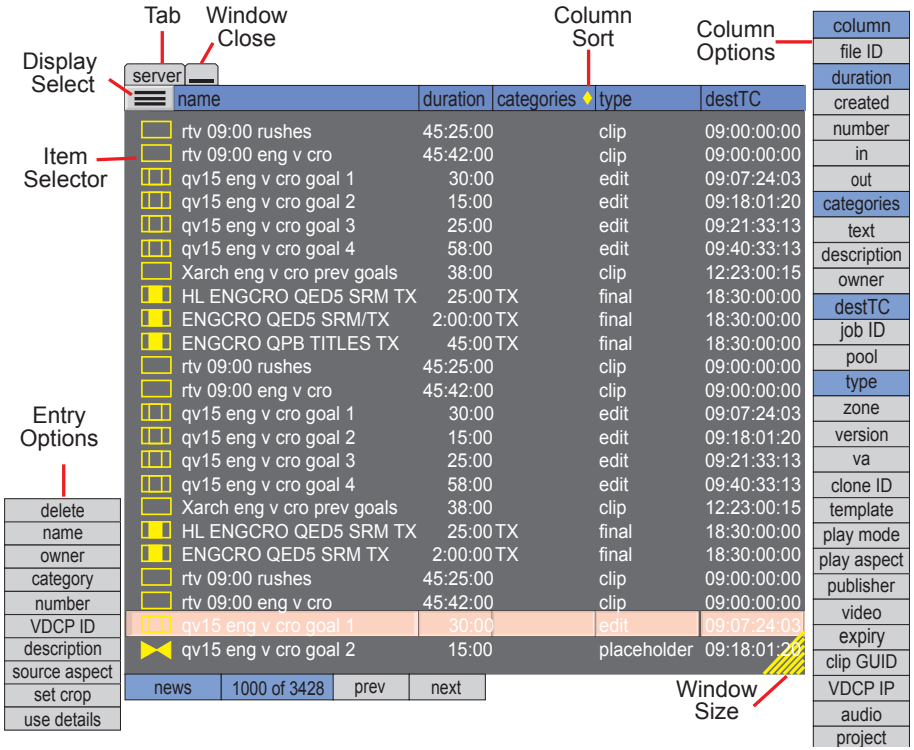
Server Bin

The Server Bin provides access to the clips held in the designated server pool(s) which the server connected seat is configured to view.

Server Bin

Description

All server held material is managed by the Server Bin (this is only available on server-connected systems and can be saved on each seat). The Server Bin only shows the clips held in the designated server pool(s) which the server connected seat is configured to view.



You can use the Server Bin to search for, view and edit clips. Depending on your system set-up, you can save clips from the Server Bin onto your local workstation for working on. You can also publish material back to the server in a playable format.

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Bin options depend on the system you are using and the options enabled, and may differ from the example above.

All video and audio clips held by the designated servers are accessible via the Server Bin. The Server Bin allows selected segments (shots) of clips to be placed:

a onto the desktop for viewing shot assembly and direct publishing.

b into the local Clips Bin as a reference for further use at a later stage.

Quantel Seats can be set to work with either high bit rate (HBR) or low bit rate (browse) material.

Any clip held in the Server Bin – including rushes as they are being ingested – can be dragged from the Server Bin and dropped onto the desktop or into the Clips Bin. This allows shot selections to be made on the clips while they are still being ingested and avoids the need to return to the Server Bin and re-search. This does not however, constitute a vested interest in the source, which can still be deleted from the server.

How Server Space is Divided

Pools

A system can have more than one server. The system refers to each server's storage as a 'pool'. Each Pool consists of an array of disks which connect to a specific server.

Zones

A **Zone** is a physically separate and independently operating server sub-system typically consisting of an ISA Manager, sQ Server(s) & Pool(s).

One Zone may be connected locally or remotely with another to allow material from one Zone to be viewed and used by another Zone.

Areas

An **Area** is a configured list of Pools that can be accessed (ie searched or published to) by a seat (using unique Pool IDs). This allows access to Pools in different Zones.

Groups

A **Group** is a configured list of Areas that are available to individual seats. For example, users in a media manager group may have access to all defined Areas whereas users who publish may only have access to a play-out Area.

Unlike Areas, which are configured within the ISA Manager, groups are created on the ISA Manager and configured on individual seats.

When using QTube, groups are set-up on the transformer.

Divisions

A **Division** can be used logically to divide up a Pool into several separate groups of clips. It may be a requirement to have more than one logical Pool of clips on a server. This allows groups of clips to be kept separate from different groups but requires that the clips are on the same server, as they will be played-out of the same ports.

Division are not available in systems that have been configured with User Rights.

See 'Management & Workflow – Server Space' in the sQ & ISA System Guide for more details of managing space.

The above ISA configurations are set-up by Quantel Engineers at installation of the sQ Server system.

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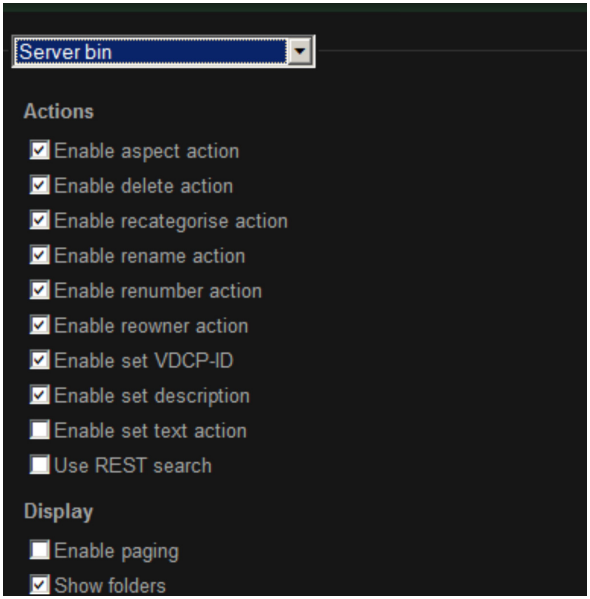
Useful Settings (Administrators Only)

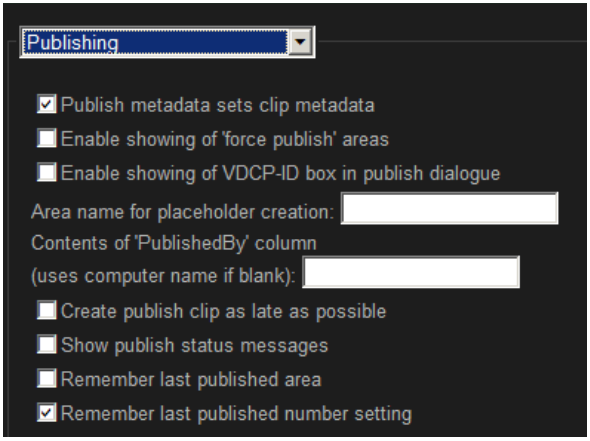
You can choose which entry options you want to display when you select a clip in the Server Bin. To do this select the required options in the **Server bin** page of the Quantel Settings application before you launch the Quantel kernel.



If you have the Project Folders option, select **Show folders** to display the folder view in the Server Bin and press **OK** to action the changes.

See the 'Project Folders & User Rights' chapter for more information about Project Folders.

Publish Settings



On sQ Server Systems configure the options you want when subsequently publishing a clip, from the **Publishing** page in the Quantel Settings application.

Accessing Clips

Searching Server Areas

The Server Bin displays the content of the currently selected Area (in the scroll box on the bottom-left of the bin) of the server's total storage. The storage Pools accessed by the selected Area can be in the same Zone (Home Zone) or in a different Zone (Alien Zone). You can select different Areas by using the blue scroll box at the bottom of the Server Bin (providing the seat has access to those Areas).

Initial Server Search

The Server Bin does not automatically display any content. When you select a server Area from the blue scroll box at the bottom of the Server Bin, it searches the selected server Area for any entries matching the current search criteria in the blue column titles of the bin (eg, *name, category* etc).

When entries have been found and are displayed in the bin, the total number is displayed in the blue box at the bottom of the bin. The displayed entries can now be sorted to refine and reduce the listed entries (see overview).

Reselect an Area from the scroll box to refresh the content of the Server Bin to see the most up to date view, and if search or sort criteria has been changed.

Server Bins display only the most recent 1000 clip entries and any search undertaken covers these 1000 entries and not any previous material. This also happens when you do an open search ie, without using any filters.

Clearing Search Criteria

When the current search or sort is no longer required, you need to clear it to avoid confusion when another search is made. Each column that has search criteria set is individually selected and cleared using the *clr* box on the soft keyboard.

You can double-click on the bin tab in the top-left of the bin, to clear all search criteria and sort.

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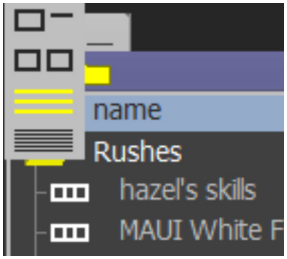
Displaying Entries

Server Bin content can be displayed as titles, browse miniatures or information cards. You can change the display using the display box in the top-left corner of the bin.



Press the display box to toggle between browse miniatures and titles, or press and scroll to choose from all the options with the additional option of condensing the titles and information list displays.

See 'Clip Display' in chapter 1 for full details.

You can drag and drop clips from any of these displays onto the desktop or into an application.

Bin Icons

The bin icons to the left of the titles in the Server Bin identify the type of material stored and they allow the selected entry to be displayed as a Preview Clip. Clips in the Server Bin have yellow bin icons as the Server Bin cannot display clips that are held locally on your workstation. An orange icon indicates that the clip is not yet 'complete', ie when copying a clip to a remote zone, it is still in the process of being copied. After completion it becomes yellow.

indicates that the item is an original recorded clip.

indicates that the item is an edited published clip.

indicates that the item is a final clip that cannot be re-edited or has been ingested through sQ Load.

indicates that the item is a placeholder waiting to be filled by publishing or recording into it eg, with sQ Record. (Placeholders are used to integrate newsroom control systems and the server.)

indicates a template where the effect starts at the first frame of the clip segment and continues until it completes.

indicates a template where the effect is applied to the whole clip segment regardless of the original template duration.

indicates a template where the effect finishes on the last frame of the clip segment and is back-timed to start within the clip segment.

indicates a Stereo3D clip that is an original recorded clip. (All symbols that have a double outline indicate Stereo3D clips.)

indicates a clip that is a previous software version's Stereo3D and needs to be converted to the current Stereo3D software version. (Clips can be converted by selecting the clip and then selecting *convert stereo* from the column on the right.)

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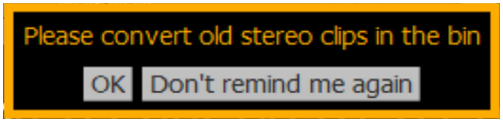
When you launch the Quantel kernel and there are clips that are a previous version's Stereo3D, an error message pops-up on the right of the display (see below).

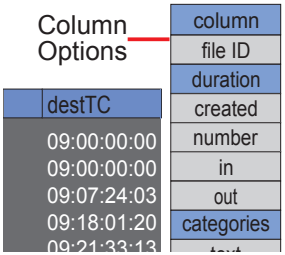


YOU MUST use Floating Clips to mark in and out points on server held material instead of using Preview Clips as Preview Clips refer to a flattened version of the audio rather than the original. See 'The Desktop – Marking a Clip' for more details.

An orange icon indicates that the clip is not yet 'complete'.

Column Options

To select the columns you want displayed in the open bin do the following:



1 Move the cursor to the right over the blue title boxes into the desktop area and press hidden *column*

2 Select your required columns from the list that appears to the right (selected columns are displayed in blue boxes).

The columns available indicate the following:

file ID the sQ Server stores material as individual frames, instead of files. The File ID is a list of pointers to all the frames that make up a clip.

The File ID is a number assigned to any created clip. It increments in a linear fashion. A file ID uniquely identifies a clip within a Zone, but there may be two clips with the same file ID in different Zones.

duration	the duration of the clip.
created	the date that the clip was created on the server.
number	some automation systems use numbers to organise material on the server for play-out, including sQ Play.
in	the in timecode of the item.
out	the out timecode of item.
categories	shows the user defined categories that the clip belongs to when ingested or published.
text	metadata column populated by third party automation systems.
description	shows any additional comments or information that have been added to the clip.
owner	the owner of the clip defined during ingest or when a clip is published.
destTC	the destination timecode of the published clip.
job id	this is a job identification name given to the clip at ingest.
pool	the server storage pool where the entry is physically held.

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type this field is filled automatically by the station and is the type of media (see bin icons). This can show the following:

clip	rushes
edit	clips with AAF information
final	playable clip only (ie without any AAF)
placeholder	library entry without any video or audio
template	a Quantel template (see previous section).

zone this is the Zone where the item is held.

version the column displays a database field that can be accessed by an automation system. This can show the following:

unedited	a contiguous single clip
open	for any edit in progress
final	for any playable clip without history.

va this displays the video and audio channels of the clip.

clone ID references the clone back to the original clip if cloned on a multi zone system.

template indicates if item is a Quantel template.

play mode indicates the conversion method intended to be used when displaying material in the clip that doesn't match the aspect ratio of the viewing port ie 'box' or 'full frame' (cut).

play aspect indicates the aspect ratio in which the clip is intended to be viewed; the aspect ratio of the play-out port, eg 16 x 9, 4 x 3 etc.

publisher indicates the seat ID that the clip has been published from.

video indicates if the clip has mixed resolution, eg HD, SD or both.

expiry can be used to notify the automation or asset management system when a clip needs to be deleted.

clip GUID (Globally Unique Identifier) a clip GUID is assigned to each created clip. It is a unique identifier for the clip system wide – as long as it is created within ISA, not by a 3rd party automator.

A clip GUID is a text string as opposed to a file ID, which is an integer.

VDCP ID (Video Disk Control Protocol) a unique ID stored with the clip used by 3rd party automation to access server content through a VDCP interface.

audio indicates if there is any audio in the clip. If there is audio in a clip, the column displays the number of audio channels and the bit depth.

project indicates if a clip is stored within a specific project. If the clip has been assigned to a specific project, the column displays the project folder path.

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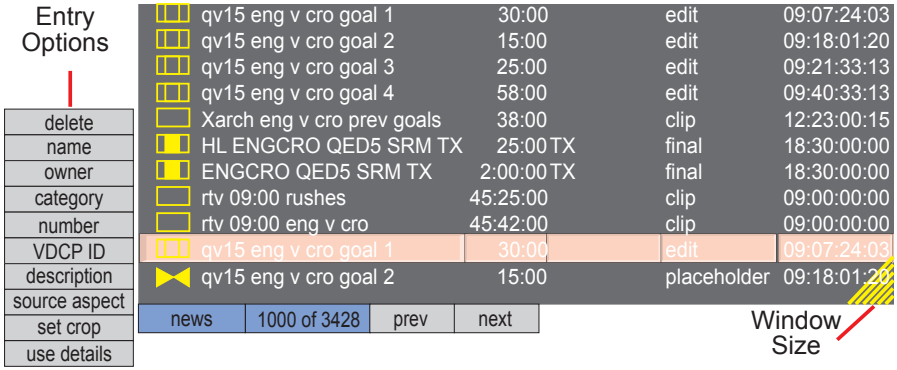
Useful Clip Functions

Selecting Clips

Any clip can be selected by pressing on the name of the displayed entry. A number of options now appear which allow you to process the selected item.

These entry options only appear if the seat has been configured to use them.



If the *Show Tips* function is set to *all* in the <F1> Configuration Window and you place the cursor over a title in the Server Bin, clip details are displayed based on enabled columns (even if the bin size has been decreased to a level where some columns may appear hidden).

Multiple Selection – Keyboard

You can select multiple entries in the Server Bin by holding down the <Shift> or <Ctrl> key on the keyboard and pressing on the required clips. The <Shift> key is used to select consecutive titles in the Server Bin, whereas <Ctrl> is used to select/deselect any title. When selected, multiple entries can be deleted or dragged onto the desktop as required.

Multiple Selection – Lasso

Multiple clips can also be selected by drawing a lasso around a 'group' of clips in the bin. Then drag the highlighted items from the bin and drop them on the desktop, timeline, Edit Window etc in selection order.

When you have multiple entries selected the total is displayed in the blue box in the menu. If multiple clips are dropped onto the desktop they become individual Floating Clips; if dropped on the timeline or Edit Window they are assembled in order on the timeline.

Deleting Clips

You can delete a clip by selecting it using the cursor and the pressing *delete* from the entry options pop-up.

Naming Clips

To name or rename a clip in the bin you select it using the cursor, press *rename* and then use the soft or external keyboard to enter or edit the clip title.

Changing the Owner

The owner of a clip in the Server Bin can be entered or changed by selecting the clip and pressing the *owner* box. You can enter a new owner using either keyboard.

Changing the Category

You can enter or change the category of a clip in the Server Bin by selecting the clip and pressing *category* and changing it using either keyboard.

Changing the Clip's Number

The number of a clip in the Server Bin can be changed by selecting the clip and pressing *renumber* box. You can enter the new number in the green numeric box using the soft or external keyboard.

VDCP ID

You can assign a VDCP ID to a clip. This is used by third party automation to access server content through a VDCP interface.

Description

You can add any additional comments or information to a clip by pressing *description* and entering your information using either keyboard.

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Changing the Source Aspect Ratio

The *source aspect* function in the Server Bin allows material that has been ingested with the incorrect aspect ratio flag to be corrected.

The aspect ratio can only be changed if the rush is not yet in use.

Set Crop

If you're playing-out material that has a different aspect ratio to the play-out device, you need to select the way the picture is displayed using *set crop*.

You can only use *set crop* on clips that have not been edited.

You can change the crop of a clip by pressing *set crop* and then selecting one of the two options:

full frame	If you select the *full frame* option, the picture fills the frame completely but as a result the edges are cut off the picture.
box	If you select the *box* option, it avoids cutting the edges off the picture by placing the full picture in a box. This results in black space down the edges.

In the <F1> Configuration Window, *full frame* is referred to as *cut* in the Aspect Conversion section.

Using Name Details

If you select the placeholder clip name followed by *use details*, the current clip name is placed into the *name* field of the publish file card.

Using a Clip in an Application

Any clip can be copied from the Server Bin to the desktop, timeline or edit window etc. To do this:

1. Press the clip title using the pen cursor and maintain pen pressure (or hold down the left mouse button). A clip miniature now appears on the end of the pen cursor with a yellow outline.
2. Move the cursor to the required position on the desktop or within an application.
3. Release pen/mouse pressure to drop the clip onto the required area.

Clips can now be viewed, logged, in and out points marked and then published back to the server using the hidden *more* menu (which outside the top-right corner of the Floating Clip).

See 'Desktop Editing – Floating Clips' in the Editing User Guide for more information.

Remember that clips cannot be placed in the Server Bin by dragging and dropping them; they must be published.

Check (Validate) Function

As each station can continue to edit using locally cached video and audio – even after the source material has been deleted from the server – it may be necessary to check the validity of a clip before it is published. To do this, select the *check* function.

Deleting Multiple Clips

If you draw a lasso around multiple Floating Clips on the desktop then press the *X* in the top right corner of any clip, all the selected clips are removed from the desktop.

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Restoring Last Deleted Clip

To restore the last deleted clip, right-click on an empty area of the desktop (or alternatively hold down the <Alt> key and tap on the desktop with the pen). This recovers the last Floating Clip deleted from the desktop.

See Chapter 2 in Editing User Guide for more details.

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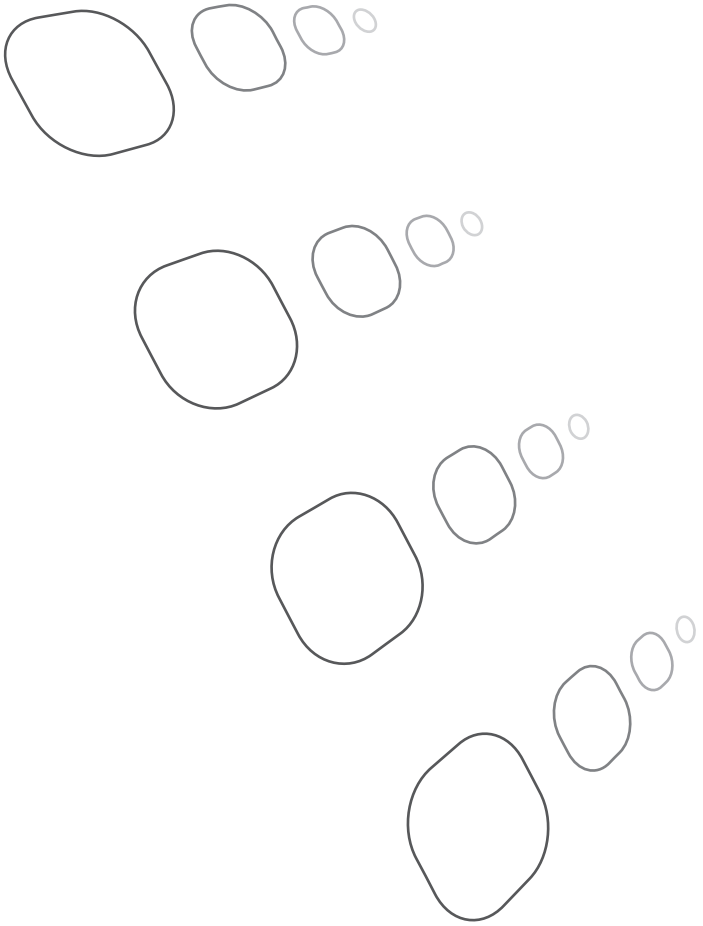


4

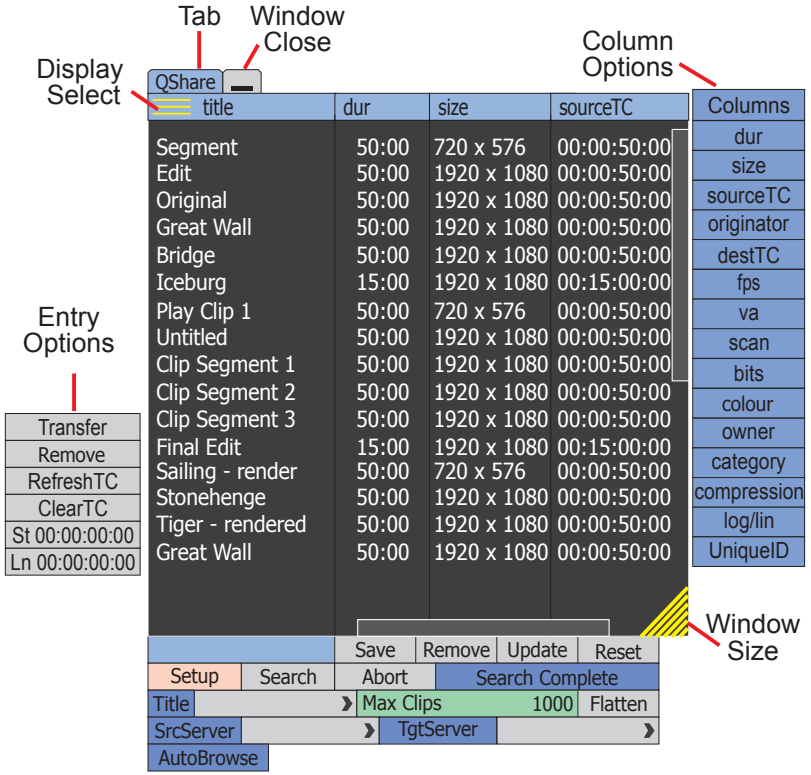
QShare Bin

QShare allows flat clips from one connected generationQ standalone system to be transferred to another via an ethernet network.

Qshare Bin

Introduction

The Qshare Bin is an option available on the Application Bar. You can use QShare to transfer flat clips (without edits, effects setups, audio mixing or any other uncommitted processes) from one connected standalone generationQ system (source server) to another (target server), via the ethernet network.



The source and target servers can be any standalone generationQ systems (ie not sQ server systems). For example, the target server can be the local generationQ system that requires the clips or another remote generationQ system. In the latter case, the Qshare Bin controls the transfer of clips from one remote system to another.

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Bin options depend on the system you are using and the options enabled and may differ from the example above.

Set-up

When you press *Setup*, a number of fields are presented.

Title — You can enter a title of a clip to search for.

Max Clips — The value in the green *Max Clips* box determines the maximum number of library clip entries that are found when you perform a search.

Flatten — You can select *Flatten* to display clips that have been edited or have effects added. This means a clip that did have editing history, is now treated as an unedited clip.

ScrServer — The name in the grey box to the right of the blue *SrcServer* box (source server) is the Windows 'computer name' of the generationQ product that holds the required source clips.

TgtServer — The name in the grey box to the right of the blue *TgtServer* box (target server) is the Windows 'computer name' of the generationQ product that is the target for the clips to be transferred. The 'computer name' is normally in the form 'iqModel C12345' where the number represents the serial number of the generationQ platform.

AutoBrowse — You can select *Autobrowse* to display browse thumbnails. When this is not selected, the thumbnails simply do not appear when you select the browse miniature display. (See 'Displaying Entries' further in this section)

Save — The *Save* box allows your current settings to be saved with a name which then appears in the blue scroll list in the bottom-left corner of the Qshare bin.

Remove — When you press *Remove*, it removes the searchable device that is currently displayed in the blue box next to the *Save* option.

Update — The *Update* box allows your saved settings to be updated with your current settings.

Reset — The *Reset* box resets your current settings to their default values.

Searching the Source Server Library

To search for clip entries in the source server library (the computer selected in the *SrcServer* box) you do the following:

1. Enter your criteria in the box next to the blue *Title* box.
2. Press *Search*. During a search, the current status is displayed in the blue box next to *Abort* (eg, 'busy...). To stop a search, press the *Abort* box.

When a search is complete, the results are displayed in the file list window.

The results of the search can be sorted by using any of the columns of the file window, in the same way as searches can be made using the Clips Bin. Normally the search process only finds unedited (flat) unless the *Flatten* box is selected.

The text in the *Title* box can contain wildcard characters in the same way as the Clips Bin.

Displaying Entries

The content of the Qshare Bin can be displayed as titles, browse miniatures or information cards. The display can be changed by pressing the button in the top-left corner of the bin. The search process does not automatically retrieve the browse thumbnails from the source server unless the *AutoBrowse* box is selected in the *setup – proxy* menu. However, if you drag a clip entry from the Qshare Bin, it automatically retrieves its browse image.

See 'Clip Display' in chapter 1 for full details.

Transferring Clips (Entry Options)

When a clip is selected in the file window of the Qshare Bin a number of functions are displayed:

Transfer — Selecting *Transfer* copies the currently selected item(s) from the source server to the target server. The transferred clip appears in the Clips Bin of the target server with its original name (proceeded by >> during the transfer). To abort the transfer process at any time, press the *Abort* box.

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Remove	The *Remove* option removes the currently selected item(s) from the file list.
RefreshTC	When you press *RefreshTC*, it automatically loads the *St* (start) and *Ln* (length) timecode boxes with those of the selected single clip entry.
St 00:00:00:00	When only a segment of the clip is to be transferred, the *St* box value sets the start timecode for the segment.
Ln 00:00:00:00	You can set the length of the segment to be transferred by entering the required length in the *Ln* field.
ClearTC	When you press *ClearTC*, it resets the timecode values.

During the transfer process, the progress is displayed in the blue status box. When non-flat clips (*Flatten* box selected) have been selected for transfer, the process automatically creates a flat target clip without edits.

When transferring clips from a source server storing non-compressed video to a target server employing compressed storage, the transferred clips are compressed automatically.

Column Options

To select the columns you want displayed in the open bin do the following:

1. Move the cursor to the right over the blue title boxes into the desktop area and press *column*
2. Select your required columns from the list that appears to the right.

The columns available indicate the following:

dur	the duration of the clip.
size	the frame size of the clip pixels x lines.
sourceTC	the start timecode (in timecode) of the original material or the timecode applied to a clip as it was imported.
originator	the originator of the clip. This data is obtained during a conform or when a clip is imported.

destTC	the start timecode (in timecode) of the clip after is has been placed on the timeline.
fps	the frame rate of the clip.
va	indicates the video and audio channels of the clip.
scan	indicates whether the clip is interlaced or progressive.
bits	indicates the bit depth of the clip.
colour	indicates the colour space of the clip.
owner	the owner name attached to the clip when it was recorded. The owner name is set in the <F1> Configuration Window.
category	shows the categories that the clip belongs to.
compression	shows the type of compression used.
log/lin	shows whether the library clip entry is logarithmic or linear data.
UniqueID	the unique identifier code given to all clips created on any system.

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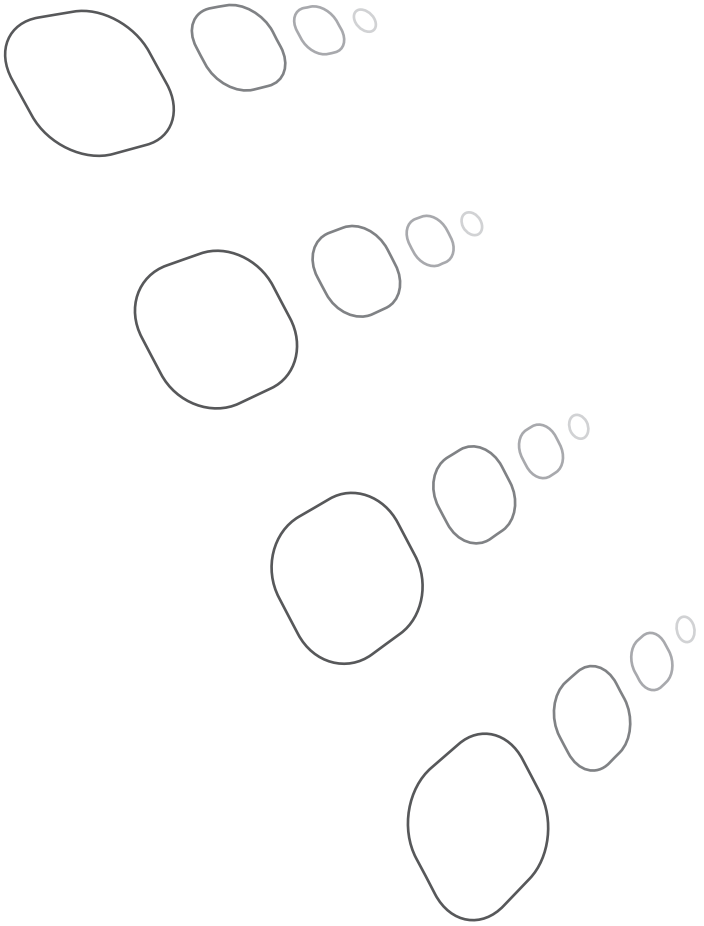


5

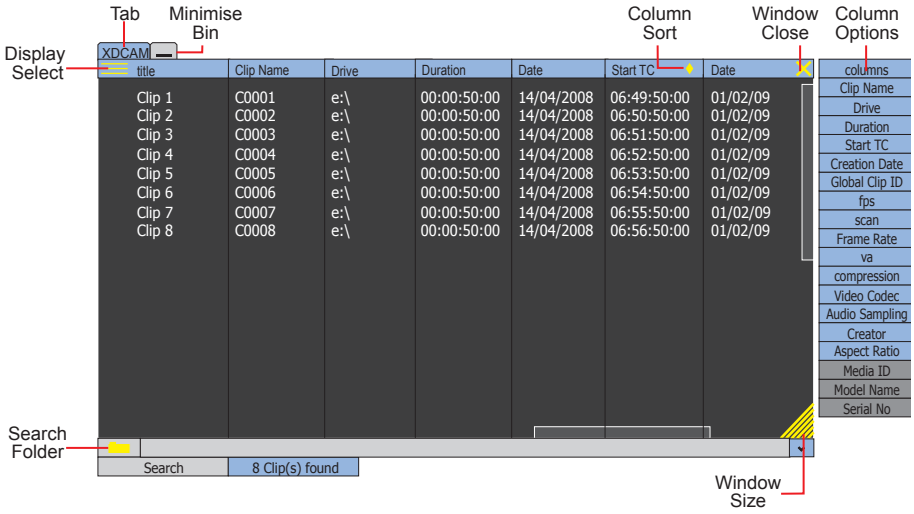
XDCAM Bin

XDCAM is a disk-based tapeless recording medium, that allows material held on a locally connected XDCAM device to be used.

XDCAM Bin

Description

The XDCAM Essence Driver is a disk based tapeless recording medium and is an option that appears as a bin on the Application Bar. It allows material on a locally connected XDCAM device to be used locally.



XDCAM material can be mixed with clips from the local Clips Bin and other server held clips. XDCAM content is not moved from the XDCAM device into the Quantel workspace until localised or published.

Bin options depend on the system you are using and the options enabled, and may differ from the example above.

Searching

Pressing the Search Folder icon (see diagram) allows the source drive and folder of the XDCAM files to be set-up. Pressing on the *Search* box displays the files available in the currently selected source folder.

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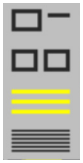
Displaying Entries

The content of the XDCAM Bin can be displayed as titles, browse miniatures or information cards. The display can be changed by pressing the button in the top-left corner of the bin.



Press the display box to toggle between browse miniatures and titles, or press and hold to choose from all the options with the additional option of condensing the titles and information list displays.

The time taken to display the browse images depends on the performance of the system/drive and the number of clips held on the drive.

See 'Clip Display' in chapter 1 for full details.

Using XDCAM Material

The media held on the XDCAM drive is not automatically transferred to the local storage, but is actually 'soft mounted' (ie it is decoded and used in its native format from the drive itself).

This 'soft mounted' material can be used directly within an edit or effect but the performance is limited by the XDCAM drive. Before outputting or publishing an edit or effect containing 'soft mounted' material it is always recommended that the material is 'localised' (process where the material is saved to the local library in native format using the *localise* function in the Edit Application or the *More – localise* function on the Floating Clip).

A limitation of the XDCAM device prevents the 'soft mounting' of remote XDCAM essence when using multiple layers on the timeline or when slipping audio. All remote essence must be localised first.

The XDCAM Essence Driver is designed to work with any XDCAM drive connected directly to the PC via USB or iLink, with the appropriate FAM (File Access Mode) ProDisc driver.

Target clips can be dragged directly from the XDCAM Bin onto the desktop. All standard Quantel editing functionality can be used; sub-clips can be made and added to the edit timeline. Clips can be localised or published to the sQ server. Server clips and XDCAM clips can be dragged to the Clips Bin. These clips have

yellow icons, indicating that no media is stored locally (locally held clips have white icons).

The clip name can only be changed on a Floating Clip, when the clip is published or via the Clips Bin.

When using the XDCAM essence driver it is recommended that you do the following:

1. Use the bin to select and append clips (by using desktop Floating Clips or the timeline)
2. After shot selection, select the *localise* button to move the essence to the seat's local storage. When using XDCAM HD this results in a transcode to the sQ Server preferred HD format. The local storage of the seat provides better playback when cutting between shots and when rendering transitions and other effects.

If the XDCAM disc is removed from the drive after clips from it have been used in an unrendered edit or effect, these clip segments are empty. As soon as the disc is replaced in the drive they reappear.

When using multiple video layers in the multilayer timeline, the HD video FC disks provide superior random access and throughput compared to the XDCAM HD reader.

Column Options

To select the columns you want displayed in the open bin do the following:

1. Move the cursor to the right over the blue title boxes into the desktop area and press *columns.*
2. Select your required columns from the list that appears to the right.

The columns available indicate the following:

clip name the identification number given to a clip when it is recorded.

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drive	the drive where the clip is located.
duration	the duration of the clip.
startTC	the start timecode (or 'in' timecode) of the original material.
creation date	the date when the clip was recorded.
global clip ID	the clip's unique material identifier code.
fps	the frame rate of the clip.
scan	indicates whether the clip is interlaced or progressive.
frame rate	the frame rate of the clip in its original format.
va	indicates the video and audio channels of the clip.
compression	shows the type of compression used.
video codec	compression used to encode the video essence.
audio sampling	the audio sample rate, eg 48kHz 16-bit.
creator	the creator field from the XDCAM disk, eg the serial number of the device that created it.
aspect ratio	the aspect ratio of the material recorded on the XDCAM disk.
media ID	the identification code given to the XDCAM disk.
model name	the model and version of the drive.
serial no.	the serial number of the XDCAM device.

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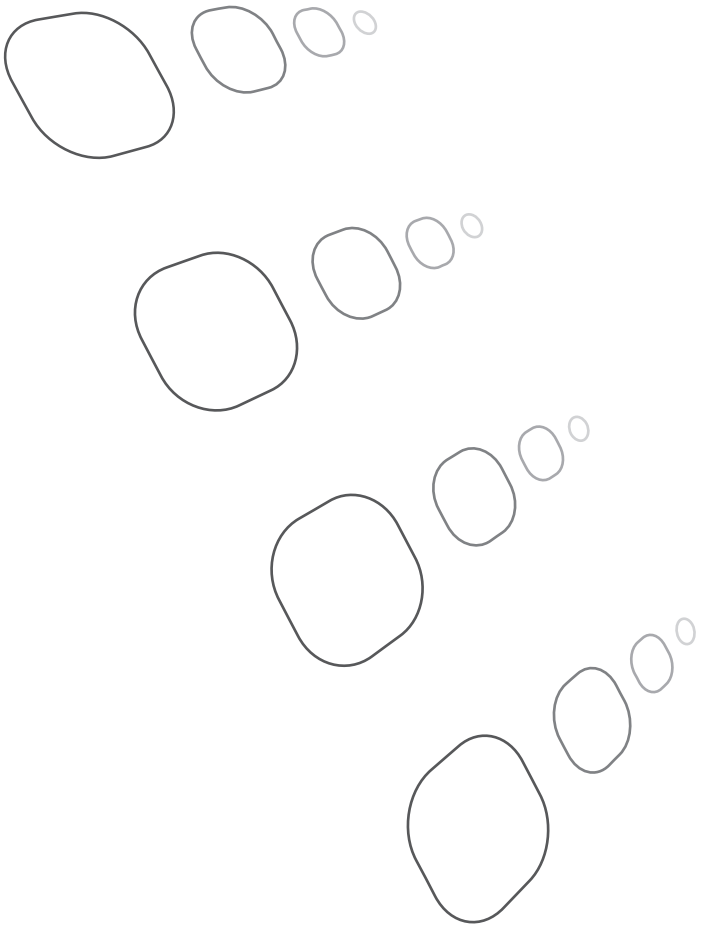


6

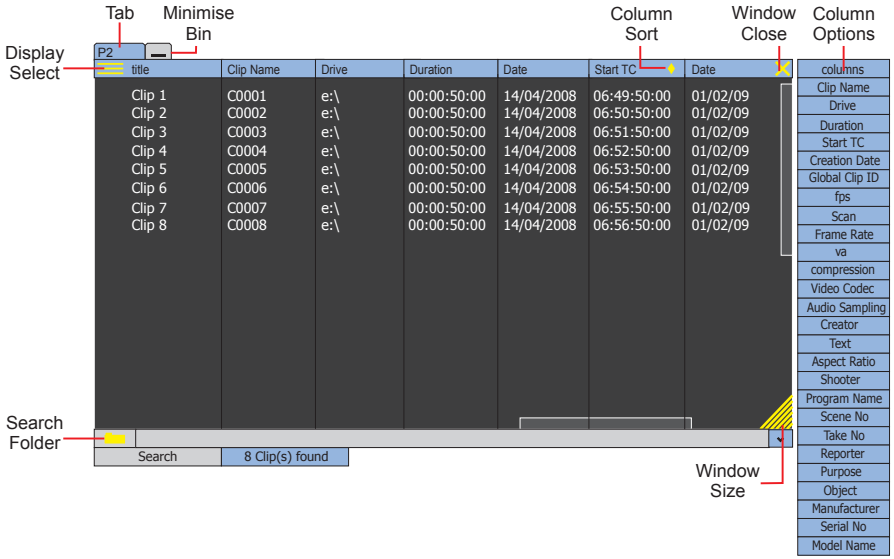
P2 Bin

P2 is a solid state storage format that provides tapeless recording. The P2 Bin allows material held on a USB connected P2 card reader to be imported locally and published to an sQ Server if required.

P2 Bin

Description

The P2 ('Professional Plug-In') Essence Driver is a solid state storage format for video production that provides professional digital video storage for tapeless recording.



The P2 Bin allows material held on a USB connected P2 card reader or network folder to be imported locally and published to an sQ Server if required.

P2 material can be mixed with clips from the local Clips Bin and other server held clips. Multiple clips can be streamed simultaneously from the P2 source for use in a multilayer timeline. When using multiple streams of HD material the required disk or network bandwidth can be too high to achieve real time playback. To overcome this, it is advised that you localise the P2 material.

Bin options depend on the system you are using and the options enabled and may differ from the example above.

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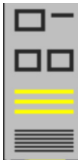
Searching

Pressing the Search Folder icon (see diagram) allows the source drive and folder of the P2 files to be set-up. Pressing on the *Search* box displays the files available in the currently selected source folder. If you insert a new P2 card into the reader, you need to refresh the P2 Bin search. The bin then displays the clips stored on the new card.

Displaying Entries

The content of the P2 Bin can be displayed as titles, browse miniatures or information cards. The display can be changed by pressing the button in the top-left corner of the bin.



Press the display box to toggle between browse miniatures and titles, or press and hold to choose from all the options with the additional option of condensing the titles and information list displays.

The time taken to display the browse images depends on the performance of the system/drive and the number of clips held on the drive.

See 'Clip Display' in chapter 1 for full details.

Using P2 Material

The media held in a folder or on a P2 drive is not automatically transferred to the local storage, but is actually 'soft mounted' (ie it is decoded and used in its native format from the drive itself).

This 'soft mounted' material can be used directly within an edit or effect but the performance is limited by the network and P2 drive. Before outputting or publishing an edit or effect containing 'soft mounted' material it is recommended that the material is 'localised' (the process where the material is saved to the local library in native format using the *localise* function in the Edit Application or the *More – localise* function on the Floating Clip).

Target clips can be dragged directly from the P2 Bin onto the desktop. All standard Quantel editing functionality can be used; sub-clips can be made and added to the edit timeline. Clips can be localised or published to the sQ server.

Server clips and P2 clips can be dragged to the Clips Bin. They then display yellow icons, indicating that no media is stored locally (locally held clips have white icons).

The clip name can only be changed on a Floating Clip, when the clip is published or via the Clips Bin.

Workflow

When you begin playing back a clip that has been soft mounted, the system streams video directly from the P2 source. You can use transitions on P2 source clips in the timeline; new delta frames are made from the outgoing and incoming segments.

Quantel editing workstations can be used to create effects, colour correction, layers etc which generate new video frames. When these are rendered, the Essence Driver retrieves the original frames from the P2 storage and delta frames are created and stored on the workstation.

When publishing, these delta frames are moved to the sQ server along with other P2 timeline content. Playback of P2 source material on a Quantel workstation provides an output via the SDI ports for monitoring.

Localising & Publishing

If the P2 card(s) needs to be removed for any reason, you must save your media locally or publish it back to the server, before the card(s) is removed. Localising places the clip in the Clips Bin in its original format. It is also possible to localise the entire timeline contents. This copies all media to the local drive and stores the edit as an AAF, visible in the local Clips Bin.

When publishing a P2 clip with start/source timecode, only the destination timecode field is viewable in the Server Bin because this bin does not display this field. You can see/use the source timecode by dragging and dropping the clip from the Server Bin onto the desktop to form a Floating Clip, or by dropping the clip onto the timeline.

See the ‘Clips Bin’ and ‘Server Bin’ chapters for more details.

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P2 File Naming

A soft mounted P2 clip uses the clip title metadata field from the P2 card as the default clip name. It is advised that you help define the P2 content by doing one of the following:

a set the clip title on the P2 camera before recording begins

OR

b update the clip title on the P2 card itself using the Panasonic P2 viewer application.

If the P2 media is removed from the drive after clips from it have been used in an unrendered edit or effect, these clip segments are empty. As soon as the disk is replaced in the drive they reappear.

Removing a P2 card from the reader when localising or publishing (involving the P2 card being accessed) causes an error and the workstation must then be restarted.

Column Options

To select the columns you want displayed in the open bin do the following:

1. Move the cursor to the right over the blue title boxes into the desktop area and press *columns.*
2. Select your required columns from the list that appears to the right.

The columns available indicate the following:

clip name	the identification number given to a clip when it is recorded.
drive	the drive where the clip is located.
duration	the duration of the clip.
startTC	the start timecode (or 'in' timecode) of the original material.
creation	date the date when the clip was recorded.
global clip ID	the clip's unique material identifier code.

fps	the frame rate of the clip.
scan	indicates whether the clip is interlaced or progressive.
frame rate	the frame rate of the clip in its original format.
va	indicates the video and audio channels of the clip.
compression	shows the type of compression used.
video codec	compression used to encode the video essence.
audio sampling	the audio sample rate, eg 48kHz 16-bit.
creator	the creator field from the clip. For example the serial number of the device that created it.
aspect ratio	the aspect ratio of the material recorded.
media ID	the identification code given to the P2 disk.
model name	the model and version of the drive.
serial no.	the serial number of the P2 device.

Some column options are not detailed here because they are configured by the user and set by the P2 recording device (which are usually filled with the camera's default values).

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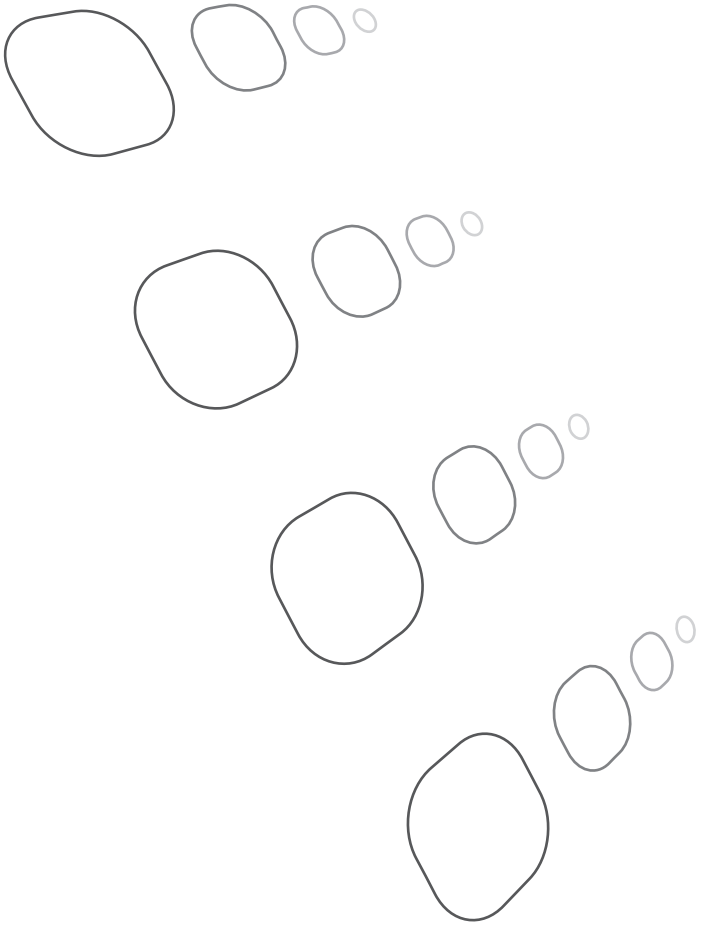


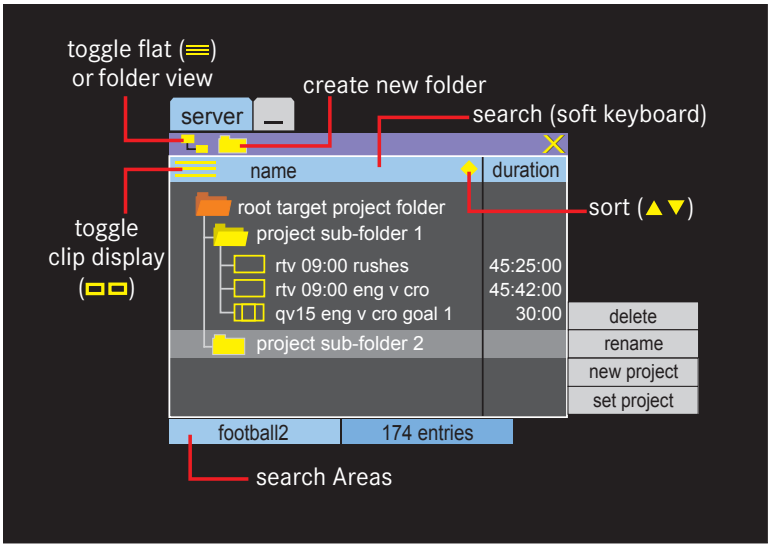
7

Project Folders & User Rights

User Rights is part of the Project Folders option that can be used to set access permissions for specific users or workgroup accounts.

Project Folders (Server Bin Option)

Before you can use Project Folders you must have a user account set-up, which allows you to login. See the following section 'User Rights'.



The Project Folders function allows specified seat users to create, edit and delete folders within the Server Bin so that rushes and edits can be organised into folders and sub-folders making clips easier and quicker to find. You can do the following:

a Create top level folders in the Server Bin. Sub-folders can then be created within the top level folder and within other sub-folders

b Move clips that are not in folders into folders and their sub-folders

c Move or copy clips from one folder to another

d Move clips from folders to the 'unstructured' file view of the Server Bin

e 'Copy' folders into another folder (without creating new essence)

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f Change folder names

g Set a target folder for publish and sQ Record ingest

h Search using specified criteria to see where a clip is in use.

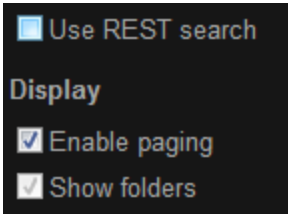
i Configure User Rights; see next section.

Seat Settings

There are 2 Quantel settings required for the folders function.

From the **Settings** drop-down list, select the **Network** page and ensure that the IP address/host name of the Folder Server PC is set in the **REST Server – HTTP path** field.

Note that the server and workstation IP addresses use the default port '8182', which you can configure.



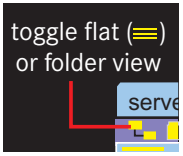
You can enable folders by selecting the **Server Bin** page and ticking **Show folders**.

Note that you must have **Use REST search** selected to be able to select **Show folder**.

Seat Folder Options

Displaying or Hiding Folders

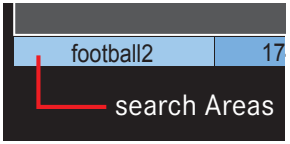
When you've launched the Quantel kernel, press *columns* on the top-right of the Server Bin then select *project* from the list. The *project* column displays the folder/sub-folder path of the current clip.



Folder contents can be displayed or hidden by pressing on each folder symbol in the bin. Pressing on the 'flat/folder' symbol in the top-left of the bin toggles the bin display between a flat files list (without folders) and the folder display.

Searching

Any displayed column (eg *name, project, category* etc) can be used to define a search of the bin's contents. For example, to find a folder by path select the blue *project* box at the top of the column and enter all or part of the path name in the soft keyboard.



Now select a server Area from the blue scroll box at the bottom-left of the bin – only Areas containing home Zone Pools are displayed – to search this Area for any entries matching the search criteria set from the column header (eg *project*).

After the search, the number of entries is displayed in the blue box next to the 'Areas' box. The search lists the top level folders containing all clips matching the search criteria. To clear a column search, delete the search text from the header using the soft keyboard. To clear all search criteria, double-click the bin name tab in the top-left corner.

You can combine searches on the *name* and *project* column. This displays a list of folders containing clip names matching the *name* search criteria. If a matching clip name exists but does not match the folder search criteria, it is not included in the results list.

Creating, Naming & Deleting Folders

A root (ie top level) folder can be created by pressing the yellow folder symbol in the top-left corner of the bin.

Selecting the title of any existing folder then pressing *new project* from the box on the right allows a sub-folder to be created.

Any folder can be renamed by selecting it then choosing *rename* from the box on the right. Enter the new name in the soft keyboard pop-up.

To delete a folder or sub-folder select it and press *delete* then *confirm* from the box on the right. The clips within deleted folders do one of the following:

a clips **that do not exist in other folders** as 'copies' are not deleted; they are simply moved to the 'unstructured' file view of the bin.

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b clips **that exist in other folders** as 'copies' remain in these folders and therefore are not moved to the 'unstructured' file view of the bin.

Moving & Copying Folders

A folder and its contents (or individual clips in a folder) can be moved to another folder by pressing on its title and dragging and dropping it over the target folder title.

To copy a folder, hold down the <Ctrl> key while dragging and dropping. A new sub-folder now appears in the target folder containing a virtual copy of all folders and clips within the source folder (ie the 'copy' has metadata references only; no new clip essence is created).

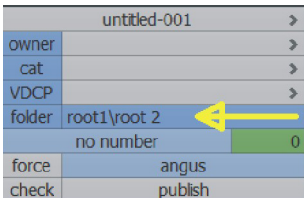
Clips cannot be copied from the 'unstructured' file view of the Server Bin into a folder; they must be moved into a folder first.

You can drag and drop a folder onto the desktop where it displays as a separate bin with folder name and path displayed at the top. You cannot drag a desktop folder back into another folder in the Server Bin.

Publishing & Setting Target Folder

Before publishing from a seat, you can choose to associate the published clip with a folder. Selecting the title of the folder then pressing *set project* from the box on the right makes this folder the new target. Any subsequent publish operations from this seat will now publish to the specified folder.

The folder symbol now turns orange to indicate that it is the target. If you want to change the target, simply select another folder and press *set project*, or press *clear* from the box on the right to remove it. If a sub-folder is set as the target, the parent folders above it also turn orange.



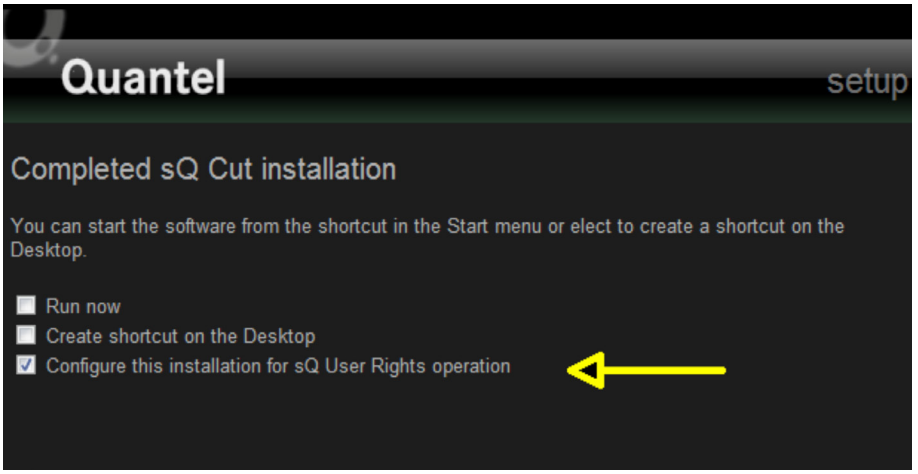
When publishing, the pop-up now shows the target folder path in the *folder* field indicating where the clip will be published to. To change the path, you can click on it. This opens the Server Bin so you can navigate to a different destination.

The sQ Record application's *Clip Details – folder* field now also displays this target folder path for any subsequent material being recorded into the server.

User Rights

Installation Settings

Before you can apply User Rights to Project Folders, you must select **Configure this installation for sQ User Rights operation** in the Quantel **setup** page. This appears on the seat pop-up immediately after installation of Quantel software, eg sQ Cut.



Overview

Project Folders on sQ systems must have user accounts set-up via the 'User Rights' function described in this section. This function controls user access to the Server Bin's folder contents.

System Administrators can set permissions and restrictions on how non-administrators (users) or workgroups can access and organise clips and folders. Administrators create and manage the user accounts and workgroups via the web interface for the Project Folders server (eg, the 1U PC provided by Quantel).

As a user, either your administrator creates your user account and provides you with a username and password, or you can use the **Sign-up** option on the login page which automatically adds you to the **Users** primary group (the default).

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User Permission Types

Administrators can see all the clips and folders on the server and all options are available. Users can only see the clips and folders that their user account permits. Clips that are not in folders are not visible to users.

Search results may include closed folders within a folder hierarchy. The folders appear closed when a user doesn't have the correct permissions to view the clips.

There are four types of user permissions:

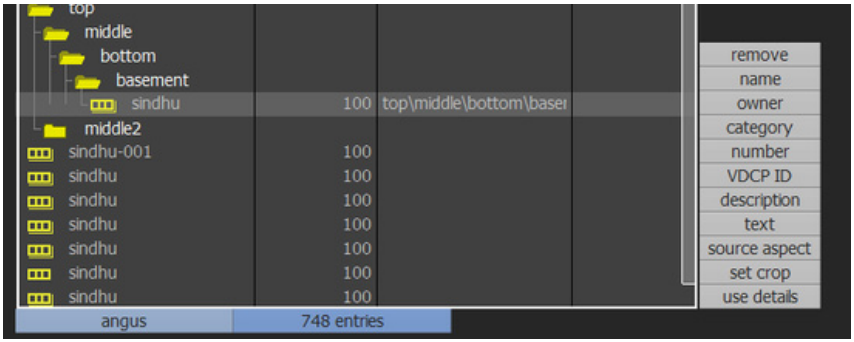
Read	Allows a user to access clips and folders to view only.
Move	Allows a user to view and move folders and clips from one location to another.
Create/Update/Delete (Write)	Allows a user to do all of the above as well as create, update and delete clips and folders. Note that to delete a clip that appears in several folders, a user has to have Write permissions for all the folders.
All	Allows a user to do all of the above as well as change access control policies on folders.

When you don't have the permissions to perform a certain action on specified folders or clips, the action simply doesn't appear. For example, the *Delete* option may not appear if you don't have Write permissions.

Folder View from a Seat

You can toggle between folder view and flat view by clicking the 'files or folders' icon in the blue bar at the top-left of the bin.

No-one can delete a clip from the folder view of the seat. When you right-click on the left of the screen the *delete* option doesn't appear. The *remove* option appears instead, which removes the clip from the folder but does not delete it. (The clip is still searchable and appears in flat view.)



In folder view, an administrator can select a clip outside a folder and modify the metadata but cannot delete it.

No-one can drag a clip from a folder and place it outside all the folders.

Flat View from a Seat

To change from folder view to flat view, press the 'files or folders' icon. There are no folder operations available within the flat view.

a As an administrator, you can delete clips in this view.

b As a user, you can only delete clips if you have the correct permissions.

See the Server Bin chapter for more details.

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Publishing Clips from a Seat

As a user, you can only publish clips to the folders that you have **Create/Update/Delete** permissions for.

If you select a folder to publish to that you don't have the correct permissions for, an error message will appear (see below).

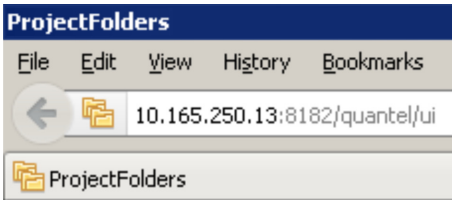
Administrator Functions – Web Interface

Login

As an administrator you can create and manage different user and workgroup accounts, as well as manage folder permissions.

After you've configured the Quantel settings during the installation process, you can now login to the server:

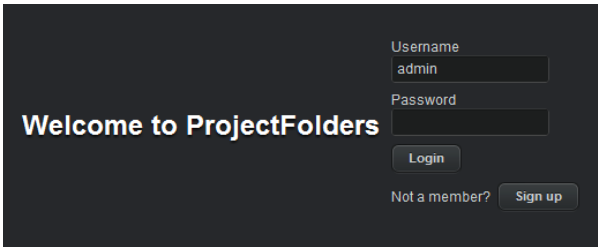
1 Open a web browser



2 Enter the IP address or host name of the Project Folders Server PC (eg, the 1U server PC provided by Quantel) followed by a colon, the port number, and '/quantel/ui'.

For example:

IP or host name	:	port number	/quantel/ui
10.165.250.13	:	8182	/quantel/ui



3 Enter your username and password in the appropriate fields and press **Login**.

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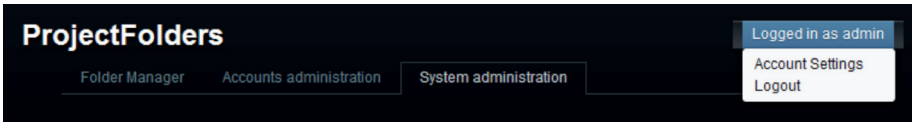
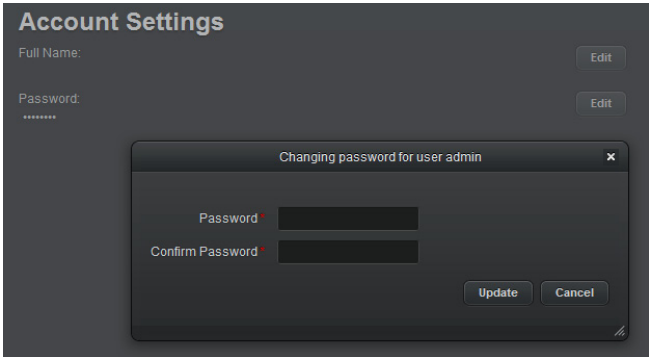
Changing Username & Password

To change your username and password do the following:

1 Select **Logged in as *xxx*** – **Account Settings** in the top-right corner.



2 Press **Edit** on the right of **Password** or **Full Name**.

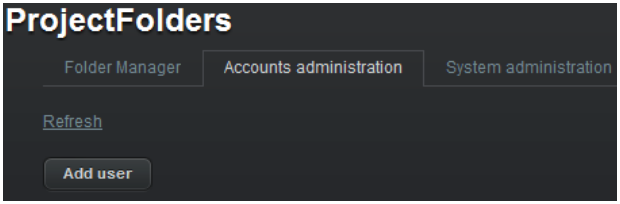


3 Enter your new details and press **Update** or **Cancel** if you don't want to action the change.

Creating an Account (Accounts Administration Tab)

When logged in as an administrator you can see all the content available. There are three tabs in the interface.

To create a new user account do the following:



1 Select **Accounts administration** tab.

2 Press **Add user**. This opens the **Create user** pop-up.

3 Enter the new user's details in the appropriate fields and select the **Primary group** you want to create the account in.

4 Press **Create** to finish creating the new account or **Cancel** if you don't want to create a new account.

Passwords must be 6 – 20 characters.

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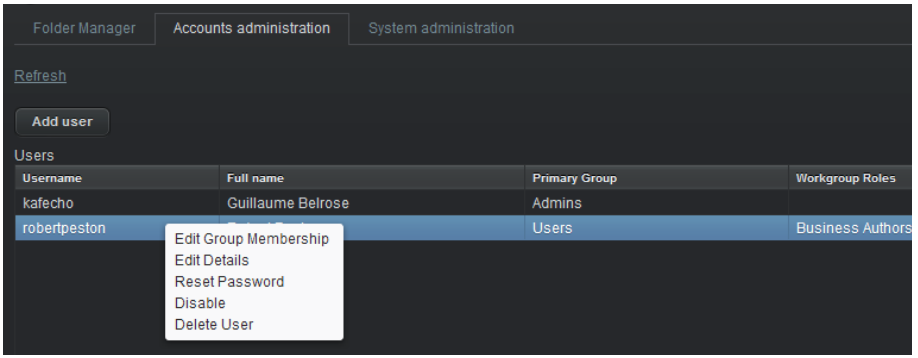
Viewing Existing User Accounts

The **Accounts administration** tab also allows you to view and manage user accounts.

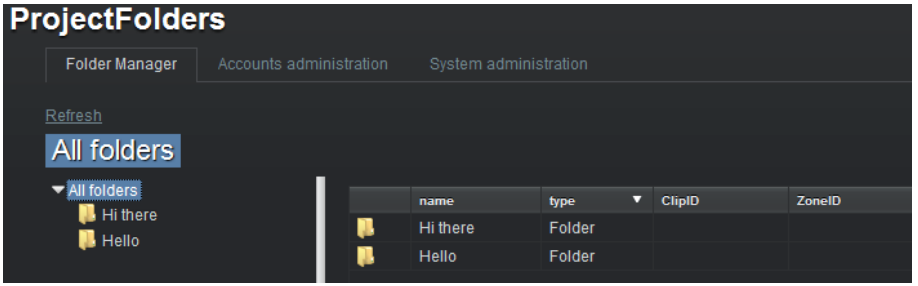
When you open the tab, it displays all existing user accounts with details of which **Primary Group** they are in and associated **Workgroup Roles**. A user can be assigned to one or more workgroups.



You can right-click on a username to access more options which can be used to make changes to that specific user's account. One of these options is to temporarily disable a user account which means the user cannot log in. This can be reversed at any time.

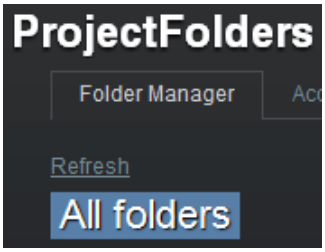
Viewing & Moving Folders (Folder Manager Tab)

When the tab is open it displays the hierarchy of folders, which you can change and rearrange by dragging and dropping to the required position.



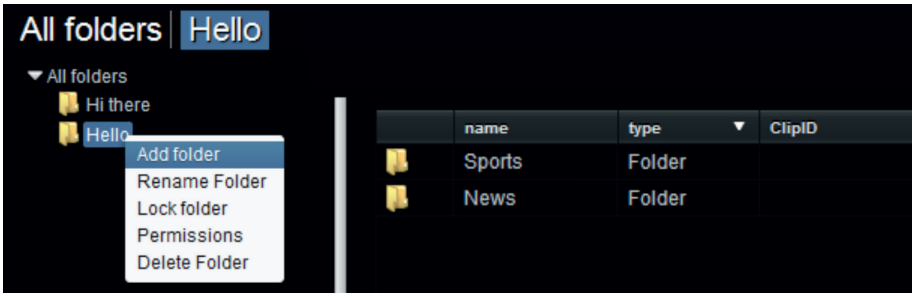
The interface shows which folder is currently selected on the left side of the screen, and displays the contents and details of that folder to the right (as shown in the previous screen shot.)

Refreshing Folder Display

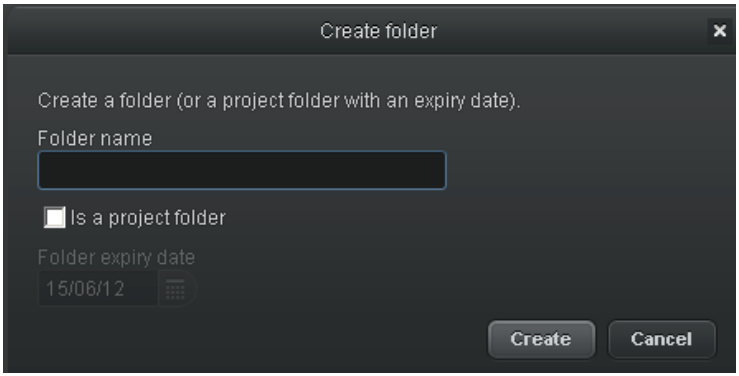


When a folder is moved, deleted or renamed on a seat, press **Refresh** in the top-left corner of the server interface for the changes to appear there.

Adding a Folder



To create a folder right-click on the folder you want your new folder to appear under then select **Add folder**.



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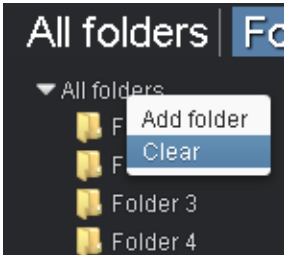
In the **Create folder** pop-up enter a name for your folder according to your company's naming conventions and the software's naming restrictions (see next page). There is an option to specify the new folder as a project folder. If you select the **Is a project folder** box the folder is set as a project folder and has an expiry date which you can set. The icon of a project folder appears as a blue folder instead of a yellow folder.

The expiry date includes an expiry time that is based on the time at which you set the date; this cannot be changed.

Deleting a Folder

You can delete a folder in a similar way to 'Adding a Folder' in the previous section. Right-click on the folder you want to delete and select **Delete Folder**.

There is no confirmation after you select 'Delete Folder'; the folder is permanently deleted and this cannot be undone.



You can delete all the folders by right-clicking on **All folders** and then pressing **Clear**.

This permanently deletes everything under **All folders**.

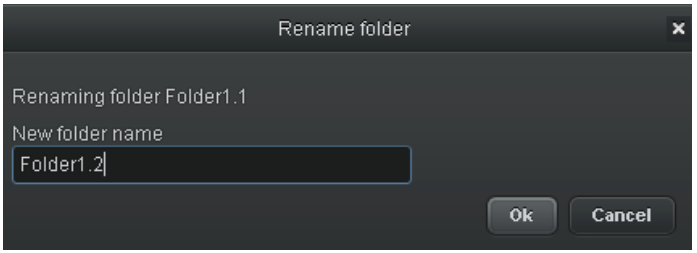
There is no confirmation after you press 'Clear'; all folders are permanently deleted and this cannot be undone.

Renaming a Folder

To rename a folder do the following.

1 Right-click on the folder you want to rename

2 Select **Rename Folder** from the pop-up list.



3 Enter a new name for the folder according to your company's naming convention and the software's naming restrictions.

4 Press **OK** to confirm the change or **Cancel** if you don't want to action the change.

Naming Restrictions

When naming a folder, you need to follow your company's naming convention. There are certain characters that you cannot use.

These include:

< >	'More than' or 'less than' symbols
[ ]	Square brackets
\ / |	Back slash, forward slash and vertical bar
*	Asterisk
:	Colon
,	Comma
?	Question mark
"	Quotation marks

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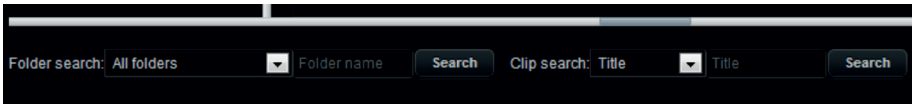
Locking & Unlocking Folders

As an administrator, you can right-click a folder to lock or unlock the folder structure (see the screen shot in 'Adding a Folder'). When a folder is locked the icon appears blue instead of yellow and the folder cannot be deleted, renamed or moved by anyone except for the administrator. This locks the structure position of the folder and therefore protects the overall folder skeleton structure. The contents of the folder can still be modified by users with the correct permissions.

Depending on the state of the folder the option in the right-click pop-up toggles between **Lock folder** and **Unlock folder**.

Searching Folders & Clips

The **Folder Manager** tab allows you to search for clips and folders.



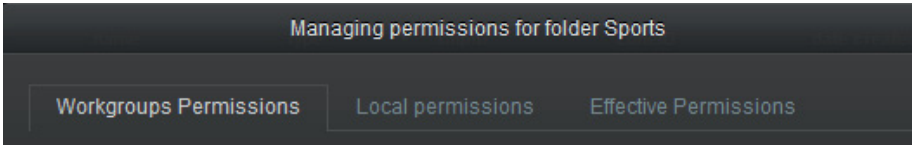
The search function appears at the bottom of the screen in the **Folder Manager** tab. You can search for clips using title, owner and category; you can search for folders using names.

The search function searches for whole words: you cannot search for part of a word. However you can use the * wildcard character. See 'Using Bins – Searching' for more details about wildcard characters.

After doing a clip search you can drag and drop the search results into a folder and save your search criteria for future use.

Setting Folder Permissions

To set permissions for a specific folder right-click the folder and select **Permissions** (see screen shot in 'Adding a Folder'). This opens the **Managing Permissions** pop-up, which has three tabs.



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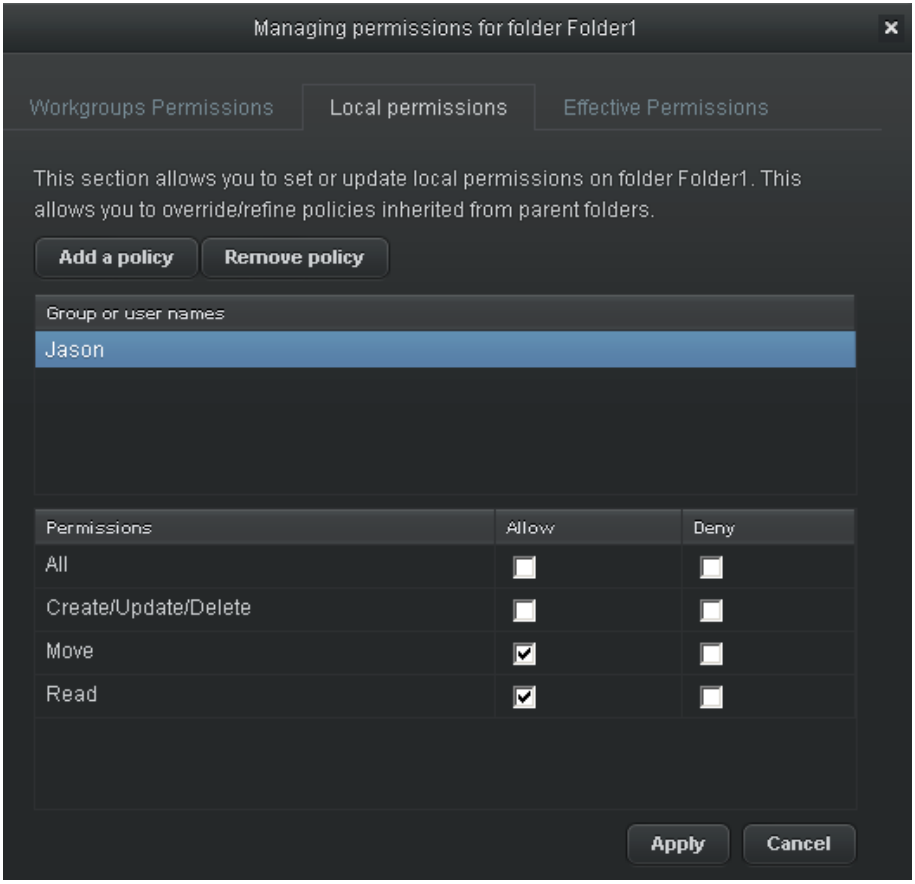
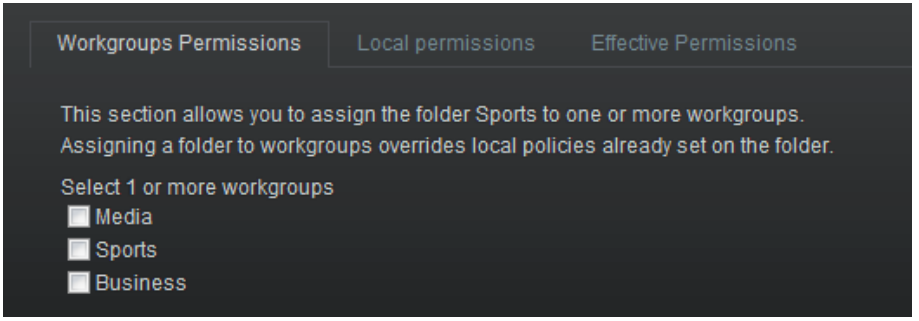
Local Permissions

Enables you to set policies for specific users. In this tab, you can choose the type of permission you want to assign to a user such as **All**, **Create/Update/Delete**, **Move** and **Read**.



You must press 'Apply' to save any changes in this tab, or 'Cancel' if you don't want to action the changes.

Workgroups Permissions Allows you to assign access to the folder to one or more workgroups. Applying this overrides any existing policies on the selected folder.



Note that this tab does not reflect the current settings (ie the workgroup boxes do not remain ticked). The assigned workgroups are visible in the *Effective Permissions* tab.

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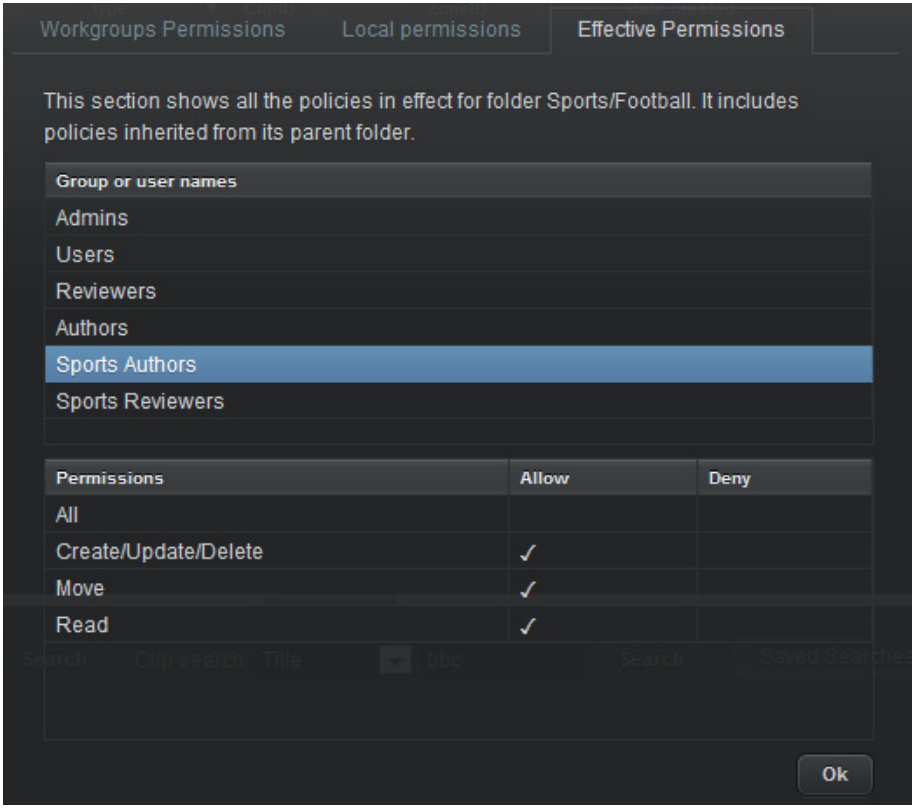
Effective Permissions Allows you to view the folder's active policies for individual users or workgroups.



Viewing System Info (System Administration Tab)

The **System Administration** tab displays information about the overall system including some basic information about the software configuration and basic runtime status. Note that this information is read-only. The Status section includes information regarding ISA connection and number of connection attempts.

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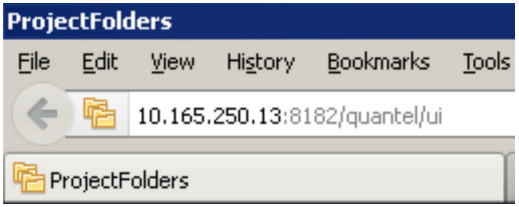
User Functions – Web Interface

Login

Open a web browser and enter the IP address or host name of the Project Folders Server PC (eg, the 1U server PC provided by Quantel) followed by a colon, the port number, and '/quantel/ui'.



For example:

IP or host name	:	port number	/quantel/ui
10.165.250.13	:	8182	/quantel/ui

As a user, your account can be created in two different ways.

Administrator Your administrator can create a user account for you, providing you with a username and password. You can then use these details to enter into the fields in the login page.

Sign up Select the **Sign up** button on the login page to create a user account for yourself. Creating an account in this way, automatically adds you to the default (Users primary) group which has read only permissions. Always check with your System Administrator before creating an account or changing login details.

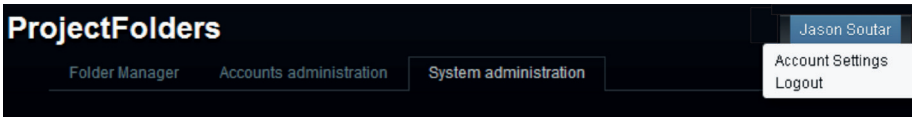
See 'User Permission Types' earlier in this section for more details about types of permissions.

If you need specific permissions that are different from the default user permissions, ask your administrator to change or create an account for you.

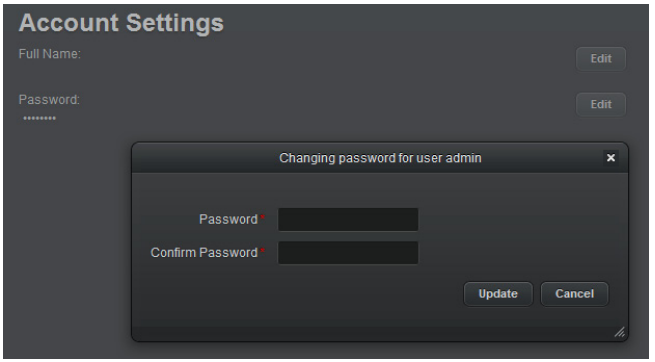
Changing Username & Password

To change your username and password do the following:

1 Select your username displayed in the top-right corner and then **Account Settings**.



2 Press **Edit** on the right of **Password** or **Full Name**.



3 Enter your new details and press **Update** or press **Cancel** if you don't want to action the change.

Managing Folders

When you're logged on as a user the **Folder Manager** tab is available. You can view the hierarchy of folders and search for folders and clips.

You can only view the folders and clips that your user account has access to. Users can also be given different permissions to manage folders and clips.

See Overview – User Permissions for more information.

All the access and permissions for user accounts are set-up beforehand by the administrator via the server's web interface.

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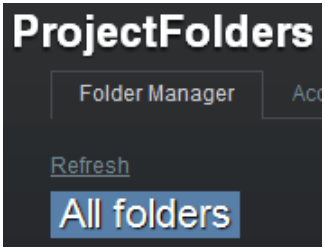
Refreshing Folder Display

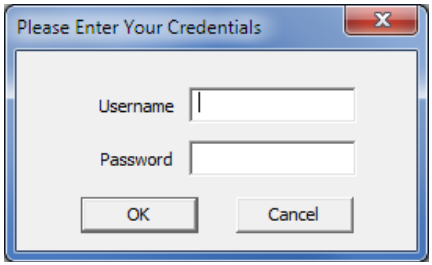


When a folder is moved, deleted or renamed on a seat, press **Refresh** in the top-left corner of the server interface for the changes to appear there.

User Functions – Seat Interface

Login

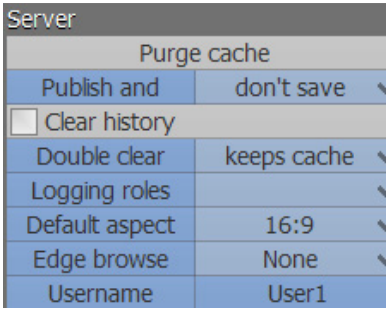
When the Quantel kernel is launched (by double-clicking on the desktop shortcut or via the **Start** – **Programs** menu) a simple login pop-up appears for you to enter your username and password.



After you have logged in your access to folders and clips is controlled by your user account permission settings.

Displaying the Current User

You can display the current user by pressing <F1> to open the Configuration Window. The current user is displayed under the *Server* menu.



For example, if you are logged in as User1, this appears in the *username* field.

Changing the Current User

Save your work locally or publish it back to the server before logging out, as settings are cleared when a new user logs in.

To change the current user, shutdown then restart the application with the new user credentials.

Before logging out to change user, make sure you save your work locally or publish it back to the server as settings are cleared when you log out. For security, when you change to a new user the application clears the previous user settings. Settings cleared when a new user logs in include:

a All soft keyboard history items (eg, existing name).

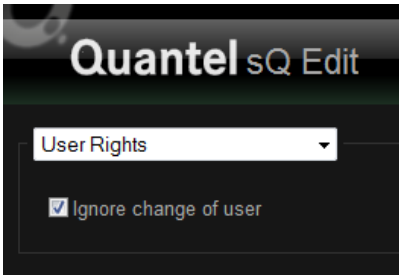
b Server Bin search parameters.

c All desktop Floating Clips

d The Edit timeline clip.

e Publish pop-up details.

f Target publish folder.



To change user without clearing settings, you need to select **Ignore change user** in the **User Rights** settings page.

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